



APPLICATION TO VOLUNTEER WITH THE CITY OF SPEARFISH

Thank you for volunteering with the City. We appreciate your time and commitment!
Please answer all questions completely. PLEASE PRINT.
This is not an application for employment.

The City of Spearfish does not discriminate because of race, color, religion, sex, sexual orientation, national origin, creed, ancestry, pregnancy, age, genetic information, disability, veteran's status, or any other basis prohibited by state or federal laws.						
Last Name:		First Name:			M.I.	
Address:		City:		State:	Zip:	
Email Address:				Telephone No:		
Driver's License No:		State which Issued License:		Expiration Date:		
Volunteer Area / Program of Interest:						
Recreation Center Youth Programs, Coach or Referee		Library		Firefighter		
Recreation Center Adult Programs		Parks and Recreation		Support Opportunity		
Recreation Center, Other		Police Department				
Other Volunteer Opportunity (<i>Please specify</i>)		Fire Department				
Availability to Volunteer:						
Monday	Tuesday	Wednesday	Thursday	Saturday	Sunday	Any Day / No Preference
Mornings	Afternoon	Evenings	Any Time / No Preference			
Emergency Contact:				Phone Number:		

Have you ever volunteered for the City of Spearfish before? If yes, give dates and programs.	Yes	No
Have you ever been convicted of a crime (other than minor traffic violations)? If so, when, where and what was the disposition of the case? (<i>Conviction is not an automatic disqualification from volunteering.</i>)	Yes	No
Have you ever been convicted of a crime related to sexual misconduct and/or child abuse? If so, when, where and what was the disposition of the case? (<i>Conviction is not an automatic disqualification from volunteering.</i>)	Yes	No
If accepted as a volunteer, do you agree to follow the policies and procedures of the City of Spearfish located on the back of this form?	Yes	No
Are you under the age of 18? If yes, we require signed, written permission from your parent/guardian.	Yes	No

CURRENT (OR MOST RECENT) EMPLOYMENT:	
Employer Name: _____	Position: _____
Address: _____	
Phone Number: _____	Name and Title of Immediate Supervisor: _____

REFERENCES:			
Please provide three (3) personal and/or professional references. If you have not lived in the area for two years, please provide a reference from your previous area of residence.			
Name:	Type of Reference:	Organization / Business:	Contact Information:
1.	Personal Professional		
2.	Personal Professional		
3.	Personal Professional		

CERTIFICATION:		
<p>I hereby certify this application is complete to the best of my knowledge for the periods of employment listed and all information given is true and contains no misrepresentation. I am aware that all statements submitted on this application are subject to investigation and verification. I understand that any withholding of information, misrepresentation or falsification of statements on this application could result in rejection for a volunteer position or, if a volunteer, termination from the City at that time.</p> <p>I also understand nothing in this application, nor the granting of an interview is intended to create a volunteer position. I have received no promise regarding a volunteer position, and I understand no such promise or guarantee is binding on the City of Spearfish. If a volunteer position is established, I understand I have the right to terminate the volunteer position at any time and the City of Spearfish has a similar right.</p>		
Date Signed _____	_____	_____
Month Day Year	Print Name	Signature of Volunteer (<i>in ink and in the handwriting of person submitting application to volunteer</i>)

RELEASE AND AUTHORIZATION TO CONDUCT PRE-SERVICE BACKGROUND CHECK:

I authorize the City to investigate my background using the information from my application. The information gathered in that investigation will be used to determine my eligibility to be a volunteer. Any negative factor in my background may be evaluated in terms of the circumstances and facts surrounding its occurrence and its degree of relevance to the position.

In connection with my request to be considered for a volunteer position, I hereby authorize the City and its agents to investigate my background and obtain all information from any source and to keep and preserve records of such research. I voluntarily authorize all former employers; law enforcement agencies; state and federal agencies and subdivisions; motor vehicle departments; and city, state, county, and federal courts to release any information they may have about me to the City of Spearfish. Such requested information may include, but is not limited to: information about criminal investigations and/or convictions, driving record, work record, DOT-mandated drug and alcohol testing, social services records, civil court records, threatening and intimidating behavior, and unsafe or unlawful conduct.

A photocopy, fax copy, or electronic copy of this Authorization and Release may be treated as if it were an original.

In consideration of the City's acceptance and processing of my application for a volunteer position, I agree to hold the City, its agents and employees harmless from all claims and liability associated with my application or in any way connected with the decision whether or not to approve me as a volunteer with the City. I further agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, arising out of or by reason of complying with this request.

I release the person to whom this request is presented, his/her organization, agents, and employees from liability or damages that may result from furnishing the information requested, including any liability or damage according to any state or federal laws. I release such person or persons, as the custodian of the records, from all liability for damages of whatever kind which may result to me, my heirs, family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

I have carefully read and understand this Authorization and Release and have voluntarily agreed to its terms in order to assist the City in its goal of engaging honesty, trustworthy, reliable, capable, and nonviolent volunteers.

I further understand that all information and documents acquired by the City will be maintained as confidential by the City and that the City will not release such information to me, except as may be required by law.

Date Signed _____
Month Day Year

Print Name

Signature of Volunteer *(in ink and in the handwriting of person submitting application to volunteer)*

GENERAL VOLUNTEER INFORMATION

The City of Spearfish sincerely appreciates the generous donation of your time and talents. Without the efforts of volunteers like you, the City would be limited in our ability to serve the needs of our community. We thank you for your commitment!

Identification: Volunteers may be assigned a nametag or badge to identify them while serving as a volunteer of the City. Regardless, volunteers must always identify as a volunteer (and not represent themselves a City employee).

Security and access: Volunteers are to use public entrances when reporting to their duties. Volunteers should not be in staff work areas when not on duty. You may park in any publicly designated parking areas or spots. Please do not bring children with you while you are volunteering. Volunteers should report any unsafe situation they observe or any accidents occurring while volunteering.

Attendance: We ask all volunteers arrive on time for their agreed upon schedule or duty. Please advise the volunteer supervisor as far in advance as possible of an absence. Please avoid personal phone calls, visits and other interruptions while volunteering.

Dress Code: While volunteering for the City, we ask that volunteers dress in attire that is appropriate for the conditions and performance of the activity they are scheduled to perform.

Policies and Procedures: Volunteers must abide by all rules, policies, regulations, written/verbal guidelines, directions and instructions of City staff as related to the performance of their volunteer duties. Volunteers are always expressly prohibited from releasing any confidential staff or patron information.

Alcohol and Illegal Drugs: The City of Spearfish strives to maintain a drug-free workplace. As a result, use of illegal drugs as well as the unauthorized use of legal drugs is strictly prohibited. Additionally, volunteers are prohibited from the use of alcohol on City property or during volunteer service. Finally, performing volunteer duties while under the influence of drugs or alcohol is expressly forbidden.

Facility Usage: For your convenience, City buildings have employee break rooms, which you are allowed to use while volunteering. These break rooms typically have vending machine(s), microwave, tables and chairs, and water cooler. The City is not responsible for personal items, so do not bring valuables.

Equipment Usage: Volunteers may operate City-owned vehicles or motorized equipment if properly trained and authorized by their supervisor. If you drive your own vehicle or a third-party vehicle while volunteering, you should understand that you do so at your own personal risk and liability. Telephones, copy machines, fax machines, computers, internet access, and all other City property are only to

be used as permitted by your volunteer supervisor and only for authorized City business.

Harassment: Volunteers have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing. The City of Spearfish does not discriminate because of race, color, religion, sex, sexual orientation, national origin, creed, ancestry, pregnancy, age, genetic information, disability, veteran's status, or any other basis prohibited by state and federal laws. If you experience harassment, please report the incident immediately to the volunteer supervisor.

Employment: Volunteers are not City employees nor are volunteers paid for their volunteer services. Additionally, the City does not give volunteers preference for hiring purposes. Finally, in compliance with the Fair Labor Standards Act as well as to prevent conflict of interest (real or perceived), volunteers cannot serve as a volunteer and work as a paid City employee for the same department.

Termination of Volunteer Services: The City reserves the right to cancel its need for your volunteer services at any time and for any reason. Reasons for termination could include but are not limited to theft, excessive absences or tardiness, behavioral and performance misconduct, substance abuse, violence (real or implied), etc.

For more information or if you have any questions, please speak directly with your volunteer supervisor.

Thank you again for volunteering with the City of Spearfish!

Updated September 2020