



VOLUNTEER APPLICATION

The City of Yuma promotes a Drug and Alcohol Free Workplace and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability.

Applications are valid for a period of one (1) year and must be updated on a yearly basis. Please print legibly and complete in its entirety.

PERSONAL INFORMATION:

Last Name: _____ First Name: _____ Middle: _____
Address/PO Box: _____ City: _____ State: _____ Zip Code: _____
Cell Phone: (____)____-____ Other Phone: (____)____-____ Home Message
Email Address: _____

EMPLOYER INFORMATION:

Current Employer: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Job Title: _____ Work No.: (____)____-____
Supervisor's Name: _____ Employment Dates _____ to _____

INTEREST AND AVAILABILITY:

Select a category: Volunteer Community Service (court ordered)

What type of volunteer experience are you looking for? Please check all that apply.

- Clerical General Labor Other: _____
- Coach as Head Coach Assistant Coach to (write Head Coach's name) _____
Sport you are coaching/assisting: _____ Age group: _____
Experience in coaching/assisting: _____ # of years: _____

Some volunteer assignments have an age requirement. Please check your age category below:

- 14 – 15 years old 16 – 17 years old 18 years or older

When are you available to volunteer? Please list your daily available hours:

M: _____ T: _____ W: _____ Th: _____ F: _____ S: _____ Su: _____

BACKGROUND AND DRUG SCREENING:

In accordance with City of Yuma Operating Policy/Hiring Process Q.5, prospective volunteers “will be processed in accordance with City background check procedures”, which states that those who are 18 years of age or older, are required to obtain a criminal background check by the FBI as per Yuma City Code § 34-03. A criminal record may not necessarily disqualify an individual from volunteering consideration. The results of the criminal background check and/or drug screen may not be available for at least one month.

Have you ever been convicted or have any pending charges for felony or misdemeanor convictions, including

- DUI?** No If “No”, please write N/A on the space below.
- Yes If “Yes”, you must list all convictions(s) AND pending charge(s) below with the Month/Year, Location, and Complete Disposition. Be sure to include “set aside” or “expunged” convictions.
Example: 2/1998 Assault City of Yuma AZ Record Expunged; 3/2001 Speeding Mohave County AZ Traffic School; 5/2015 DUI City of Phoenix AZ Paid Fines

SIGNATURE AND ACKNOWLEDGEMENT:

BACKGROUND INVESTIGATION

The term "Background Investigation" refers to any and all information and sources of information that the City of Yuma, in its sole discretion, may deem necessary to obtain or contact, to determine fitness as a candidate for volunteering. I have read, understand and accept the following:

1. I authorize any person or entity contracted by the City of Yuma's officers, agents, and employees during the course of my background investigation, to furnish to such officers, agents, and employees any information or opinions they may have.
2. I hereby release from liability and hold harmless under any and all possible causes of action, claims, demands, rights, damages, costs, and debts, both in law and in equity, which I may have or in the future may have, against the City of Yuma and any of its employees for any statements, acts or omissions, and against any and all persons or entities who shall furnish any background investigation results to the employees of the City of Yuma.
3. I will not, under any circumstances, attempt to obtain the results of my background investigation.
4. Failure to pass the background investigation or any above stated conditions will render me ineligible for volunteering for a period of one (1) year with the City of Yuma.

I understand that FAILURE to list all convictions or pending charges will result in my application not receiving further consideration and I will be disqualified for a minimum of one (1) year. If selected to volunteer and information is received regarding a conviction or pending charge, which should have been listed, I may be dismissed from my volunteer assignment.

DRUG TESTING

It is the City of Yuma's policy that applicants take a drug screen. I have read, understand and accept the following:

1. I authorize any City designated collection site and a SAMHSA certified laboratory to perform any testing necessary to determine the presence and/or level of drugs in my saliva or urine.
2. I consent to the release to the City of Yuma the results of any drug screen results.
3. I hereby release from liability and hold harmless, under any and all possible causes of actions, claims, demands, rights, damages, costs, and debts, both in law and in equity, which I may have or in the future may have, against the City of Yuma and any of its employees for any statements, acts or omission, and against any and all persons or entities who shall furnish any drug screen results to the employees of the City of Yuma.
4. I acknowledge any of the following will be considered a failed drug screen:
 - ❖ A positive test result
 - ❖ Refusal to accept/sign this or any related form
 - ❖ Failure to appear as directed
 - ❖ Leaving the collection site prior to providing a sample
 - ❖ The adulteration of any sample
5. Failure to successfully pass the drug screen or any above stated conditions will render me ineligible for volunteering for a period of one (1) year with the City of Yuma.

Furthermore, I understand that I am a VOLUNTEER and therefore, am not entitled to any benefits, which are provided to the employees of the City of Yuma. I will be fulfilling job responsibilities without receiving a salary or hourly wage, and that my placement and retention as a volunteer is at the will of the City of Yuma.

Name: _____ **Signature:** _____ **Date:** ____/____/____

Submit original completed application to: Human Resources, One City Plaza Yuma AZ 85364

Have questions? Contact us at (928) 373-5125 or hremain@yumaaz.gov

Referring Department Use Only:

Referring Dept. _____ Supervisor Signature: _____ Date: _____

Human Resources Use Only: Bkgr. sent ____/____/____ Results Recv'd ____/____/____ Pass/Fail