



# City of Coconut Creek Application For Volunteers

City of Coconut Creek  
4800 W. Copans Rd.  
Coconut Creek, FL 33063  
(954)973-6715

The City of Coconut Creek has a policy of providing equal opportunities for all persons volunteering their services to the City. It is the policy of the City that all qualified applicants for volunteer will be recruited and assigned on the basis of merit without regard to race, color, religion, creed, gender, national origin, age, disability, or marital status, sexual orientation, or any other legally protected status.

**Instructions:** *Please print or type all information.* This application must be filled out accurately and completely. Do not leave an item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page. You may attach copies of documents or certificates which support your application. All materials submitted become the property of the City and will not be returned. All statements made on this application are subject to verification.

Last Name		First Name		Middle Name	
Address: Number		Street		City	State Zip Code
Telephone Number(s)				Date of Application	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever been employed by the City of Coconut Creek?  Yes  No

Are you currently employed?  Yes  No

On what date would you be available to volunteer? \_\_\_\_\_

How many hours per week are you available to volunteer? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, please explain: \_\_\_\_\_

*Conviction will not necessarily disqualify an applicant as a volunteer.*

Please indicate any foreign languages you can speak, read, and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

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## Experience

Please list any paid or volunteer job experience that you feel would help the City place you in an appropriate volunteer position. We would like to know what interests you have, and what duties you feel you'd like to perform as a City volunteer. Please also list professional, trade, business, or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

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## Specialized Skills - Check Skills/Equipment Operated

<input type="checkbox"/> PC/IBM	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Graphics Software
<input type="checkbox"/> MacIntosh	<input type="checkbox"/> Other Word Processing Software	<input type="checkbox"/> Other E-mail Software	<input type="checkbox"/> Production/Mobile
<input type="checkbox"/> Calculator	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Power Point	Machinery (list):
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Other Spreadsheet Software	<input type="checkbox"/> Other Presentation Software	_____
<input type="checkbox"/> Fax	<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Microsoft Front Page	_____
<input type="checkbox"/> Internet	<input type="checkbox"/> Other Database Software	<input type="checkbox"/> Other Web Design Software	_____

## References

1.	_____ ( )
Name	Phone #
_____	
Address	
2.	_____ ( )
Name	Phone #
_____	
Address	
3.	_____ ( )
Name	Phone #
_____	
Address	

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application form as may be necessary in arriving at a decision. As an applicant for volunteer for the City of Coconut Creek, I hereby authorize inquiries regarding my past employment record including, but not limited to, attendance, job performance, disciplinary records, and reason for termination. I hereby release you, your organization, or others from liability or damage which may result from furnishing the information requested. You may contact me as indicated should there be any question as to the validity of this release. In the event of my being accepted as a volunteer, I understand that false or misleading information given, or information omitted, in my application or interview(s) may result in disqualification. I understand, also, that I am required to abide by all rules and regulations of the City of Coconut Creek. I understand my being accepted to volunteer for the City of Coconut Creek may depend on successfully passing a physical, drug testing, and background check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Experience

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<input type="checkbox"/> Calculator	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Power Point	<input type="checkbox"/> Machinery (list):
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Other Spreadsheet Software	<input type="checkbox"/> Other Presentation Software	_____
<input type="checkbox"/> Fax	<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Microsoft Front Page	_____
<input type="checkbox"/> Internet	<input type="checkbox"/> Other Database Software	<input type="checkbox"/> Other Web Design Software	_____

## References

1.	_____ ( ) _____ Name Phone #
	_____ Address
2.	_____ ( ) _____ Name Phone #
	_____ Address
3.	_____ ( ) _____ Name Phone #
	_____ Address

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# *CITY OF COCONUT CREEK*

## VOLUNTEERS AND INTERNS

### VOLUNTEERS STATEMENT OF UNDERSTANDING

The City of Coconut Creek encourages community members and students to donate their time and expertise as volunteers for the City. City departments and divisions are also encouraged to explore all avenues of community involvement through the use of volunteers. Department Directors, in unison with the Human Resources Department, are authorized to select, determine appropriate use of, disqualify, and the cessation of use of an individuals services.

A person who does not receive monetary remuneration for their services is presumed to be a volunteer.

- A. Those interns and other volunteers that perform non-compensated services for the City of Coconut Creek are considered independent workers and are not entitled to unemployment compensation.
- B. Volunteers are not subject to any provisions of laws relating to state employment, collective bargaining agreements, hours of work, leave time, or benefits, except as otherwise specifically described below.
- C. An employee cannot "volunteer" to perform duties after hours without compensation, if those duties are the same type duties which the individual is employed by the City to perform.
- D. Volunteers are covered by Workers' Compensation as it pertains to medical expenses for injuries incurred in the course of performing volunteer services for the City. Under Florida Workers' Compensation Statutes, Volunteers are not entitled to replacement of lost wages for volunteer work performed for the City because they receive no such wages from the City.
- E. A volunteer with a valid driver's license may use City vehicles while performing City duties as determined by the supervisor and in accordance with City procedures. A driver's license history is obtained on all potential drivers. An other than good driving record may disqualify the individual from consideration.
- F. A volunteer is eligible for reimbursement of mileage travel expenses when use of their personal vehicle is required in the performance of City duties.
- G. An applicant for a volunteer position may be required to submit to a physical exam and/or drug screen.
- H. The Human Resources Department will maintain a Personnel Records File on each such intern and/or volunteer. Such records will be retained after cessation of use of the individuals services in the same fashion as other personnel records.
- I. Volunteers are required to comply with all City policies and procedures, department operation requirements and safety rules.

This is to acknowledge that I have received a copy of the City's "VOLUNTEERS STATEMENT OF UNDERSTANDING" and that I have read and understand its provisions. If I have any questions, I will ask my supervisor or the Volunteer Coordinator.

I further understand that this is not a guarantee of employment either as a regular employee or as a volunteer or intern. I understand that if my services are used by the City that I am required to comply with the City's policies and procedures and particularly the City's Safe Work Rules.

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VOLUNTEERS' SIGNATURE

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DATE

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VOLUNTEER'S PRINTED NAME

**City of Coconut Creek**  
**Volunteer's Authorization For Release of Personal Information**

I, \_\_\_\_\_ do hereby authorize a review of and full disclosure of the records specified below concerning myself to any duly authorized agent of the City of Coconut Creek, whether the said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of the following:

- Financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings), and other financial statements and records wherever filed.
- Criminal histories.
- Driving history
- Medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration
- Records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case either criminal or civil in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment/volunteer service by the City of Coconut Creek. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for providing accurate information, and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Sworn to and subscribed before me  
in the State of \_\_\_\_\_, County of  
\_\_\_\_\_, this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)  
My Commission Expires: \_\_\_\_\_

Personally known ( ) or produced  
\_\_\_\_\_ identification ( )  
Type or # of I.D. \_\_\_\_\_

\_\_\_\_\_  
Signature (include maiden name)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

\_\_\_\_\_

City of Coconut Creek  
Volunteer Program

Liability Disclaimer Form

In consideration of acceptance into the City of Coconut Creek Volunteer Program, I hereby agree to hold the City of Coconut Creek, its employees, agents, and servants harmless from all liability to me for personal injury, death or property damage, or any loss or damage of any type or nature sustained during the time I may be acting in the capacity of Volunteer, as aforesaid.

State of Florida - County of Broward

\_\_\_\_\_  
Signature of Volunteer

Sworn to and subscribed before me this,  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
who is personally known to me or had  
produced \_\_\_\_\_ (type of ID)  
as proof of identification.

\_\_\_\_\_  
Notary Public