VOLUNTEER APPLICATION

The information on this application will help us find the most satisfying and rewarding volunteer service for you. You may include any additional information by attaching it to the application. Your cooperation in completing it is most important. **PLEASE PRINT.** INCOMPLETE applications will not be processed.

### Personal Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City/State/Zip:</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Business Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
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</tr>
</tbody>
</table>

Date of Birth (month/day/year optional):

If under 18 years of age, you must provide year of birth:

### Volunteer Opportunities

How often would you like to volunteer? ☐ Once a week ☐ Once a month ☐ Other (specify)

Please check times and days you are available to volunteer:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Weekends</th>
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Do you have transportation to and from your volunteer assignment? ☐ Yes ☐ No

Briefly, explain why you would like to volunteer with us:

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Volunteer assignment preference:

Would you be willing to be “on-call” for special assignments? ☐ Yes ☐ No

### Interests & Special Skills (Check the skills or areas of interest you have)

- ☐ Accounting
- ☐ Arts & Crafts
- ☐ Carpentry
- ☐ Coaching
- ☐ Data Entry
- ☐ Emergency Management
- ☐ Event Set Up/Take Down
- ☐ Filing
- ☐ Internet
- ☐ Lawn Care
- ☐ Mass Mailings
- ☐ Mentor
- ☐ Photocopying
- ☐ Photography
- ☐ Public Relations/Marketing
- ☐ Receptionist
- ☐ Recreational Activities
- ☐ Research
- ☐ Special Events
- ☐ Survey-Taking
- ☐ Teacher/Tutor/Trainer
- ☐ Telephoning
- ☐ Video/TV Production
- ☐ Others (please be specific in space below)

### Languages

<table>
<thead>
<tr>
<th>Language:</th>
<th>Speak</th>
<th>Read</th>
<th>Write</th>
</tr>
</thead>
</table>

Please rate yourself in your ability to use a non-English language
1=None 2=Learner 3=Good 4=Excellent 5=Expert

### Computer Skills

<table>
<thead>
<tr>
<th>Language:</th>
<th>Speak</th>
<th>Read</th>
<th>Write</th>
</tr>
</thead>
</table>

Please rate yourself in your ability to use any computer software
1=None 2=Learner 3=Good 4=Excellent 5=Expert

### Past Experience

<table>
<thead>
<tr>
<th>Employment / Volunteer Experience / Student</th>
<th>Education/Training/Licenses:</th>
</tr>
</thead>
</table>

Volunteer application continues on reverse ➔
References
List two references (other than family) whom the City can contact and their relationship to you (friend, employer, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
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<tbody>
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<tbody>
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</table>

Address:
City/State/Zip:
Day Phone:
Other Phone:

Emergency Contact Information
In case of emergency, please notify:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Address:
City/State/Zip:
Day Phone:
Other Phone:

Volunteer Pasadena Information
Where did you learn about Volunteer Pasadena?
- Inside City Hall Newsletter
- Municipal Cable Channel TV62
- City of Pasadena Web Site
- City Hall
- Word of Mouth
- Other (specify)

Background Information
- No
- Yes Have you ever been convicted (or are currently out on bail or out on your own recognizance pending trial) of a felony, or misdemeanor other than a minor traffic violation? If yes, list the date, charge and disposition of the conviction. A criminal record does not constitute an automatic bar to volunteer placement, but will be considered in terms of the volunteer work to be performed. Attach a separate sheet if necessary. Failure to provide a complete criminal history will be an automatic denial as a volunteer even if you were approved in previous applications.

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</table>

Home Phone:
Business Phone:

Release Statement
I certify that all statements I have made on this application are true and correct. I hereby authorize the City of Pasadena to investigate the accuracy of this information. I am aware that fingerprinting and/or a background check may be required before placement in some positions. I expressly request references who may have information concerning me, to furnish such information to the City of Pasadena officials, and agree to hold such persons harmless, and I do hereby release them from any and all liability for damage of any nature whatsoever for furnishing such information.

Signature of Applicant: Date:

Parent or guardian consent required if applicant is under 18 years of age

Signature of Parent or Guardian: Date:

Please return application by email to: VolunteerPasadena@ci.pasadena.tx.us
or mail to: Barbara Sitzman, Volunteer Manager
P.O. Box 672, Pasadena, TX 77501
Phone: (713) 475-7259 Fax: (713) 475-4982
Revised: March, 2014
CITY OF PASADENA VOLUNTEER RELEASE

I, __________________________ (print your name), for and in consideration of privileges extended to
me by the City of Pasadena, Harris County, Texas, a Home Rule municipal corporation, duly organized
under laws of the State of Texas, hereby acknowledge by my signature on this document:

I understand that volunteer work involves risk and agree that my work as a volunteer is of a voluntary
and an independent nature and not as an employee or agent of the City of Pasadena, Texas.

Release and Indemnity – I hereby release, acquit and forever discharge the City of Pasadena
and its officers, agents and employees from any and all claims, demands, liabilities, damages,
expenses and judgments of any nature and however caused of whatsoever character or nature
arising from or by reason of any and all bodily or personal injuries and damage to property and
the consequences thereof which may be sustained by me, which are in any way connected with
my participation as a volunteer (including acts or omissions) and/or using of the city property
(including participation in any activities occurring thereon).

I certify that I have no medical or physical conditions which would interfere with my safety in this
activity, or else I am willing to assume, and bear the costs of, all risks that may be created directly or
indirectly by any such condition.

I agree that the laws of the State of Texas apply and venue shall be in Harris County, Texas regarding
any issue that may arise in any way connected with this agreement, acknowledgment of risk, release
and indemnity.

I understand that public relations are an important part of volunteering with the City of Pasadena. I
agree, therefore, on behalf of my heirs, personal representatives, and executors to allow the City of
Pasadena to use any photograph or video images taken of me and/or which I produce. All
photographs or video images will become the sole property of the City of Pasadena. The City of
Pasadena may use them as it sees fit. The City of Pasadena will use reasonable efforts to notify me
but such notification is not a condition of use under the auspices of the City of Pasadena.

I hereby verify that I have read and understand the contents of the above document and I agree to be
bound by its terms and acknowledge same by my signature hereto:

_________________________________________     ____________
Signature of Volunteer     Date

______________________________
Printed Name

______________________________     __________________________
Address            City/State/Zip

______________________________     __________________________
Day Phone Number     E-Mail address

Volunteers under 18 must complete reverse
IF APPLICABLE – PARENT’S OR GUARDIAN’S ADDITIONAL INDEMNIFICATION
(Must be completed for volunteers under the age of 18)

In consideration of ______________________ (“Minor”) being permitted by the City of Pasadena to volunteer and to use its property (i.e. city equipment and facilities) as described, I further agree to the foregoing indemnity and release and hold harmless the city from any and all claims that are brought by, or on behalf of, minor and which are in any way connected with such volunteer work or participation by minor.

________________________________________________________________________
Signature of Parent or Guardian                                               Date

________________________________________________________________________
Printed Name

________________________________________________________________________
Address                                                             City/State/Zip

________________________________________________________________________
Phone Numbers
I hereby certify that I have carefully answered and filled in all information requested in the volunteer application and further state that I fully understand that each of the statements given are fully and completely given, with nothing withheld about me or my background which could concern you in giving me placement as a volunteer with the City of Pasadena.

I further state that there is no falsification of any fact or figure contained in the volunteer application and it is my understanding that should any statement made by me be investigated that should be found false, I could be subject to immediate dismissal from Volunteer Pasadena.

By signing my name, I hereby consent to the investigation of all facts and circumstances given in the volunteer application and consent to the interviewing of any references given by me in such application and any background investigation by any police organization.

Signature of Volunteer Applicant Date

Printed Full Name of Applicant (First Name, Middle Name and Last Name)

Texas Driver’s License Number Social Security Number

Street Address City/State/Zip Code

Date of Birth

Please Check: ☐ Male ☐ Female

Parent or guardian consent required if volunteer applicant is under 18 years of age

Signature of Parent or Guardian Date

Printed Name