

VOLUNTEER APPLICATION

Thank you for your interest in the City of Lakewood Volunteer Program. Whether you are interested in volunteering on a regular basis or for special events, there is an opportunity waiting for you. You can check out our website at www.Lakewood.org/Volunteer for more information on all volunteer positions.

A background check is required for City of Lakewood volunteer positions if the volunteers work with vulnerable populations, e.g., children, seniors, individuals with disabilities. *The background check form must be notarized.*

Please return the application to the appropriate program area supervisor. You may also send your completed application & background check (keep a copy for your records) to: City of Lakewood Attn: Recreation Volunteer Program • 2200 South Kipling Street, Lakewood, CO 80227

Name _____ Phone _____

Address _____ City _____ Zip _____

E-mail _____

Emergency Contact _____ Emergency Phone _____

In what area would you like to Volunteer?

Recreation

- Youth & Adults with Disabilities
- Summer Camp for Kids with Disabilities
- Unified Sports League
- Youth Sports Programs
- Older Adult Wellness Programs
- Fitness
- Other _____

What specific program were you looking to volunteer with? Please include any relevant information like practice days, practice times, age groups, or event dates: _____

Recreation Volunteer Waiver

I FURTHER UNDERSTAND THAT I WILL NOT RECEIVE ANY TYPE OF COMPENSATION FOR MY VOLUNTEER SERVICES AND THAT I AM NOT COVERED UNDER THE CITY OF LAKEWOOD'S WORKERS' COMPENSATION PROGRAM SHOULD I SUFFER ANY TYPE OF ILLNESS OR INJURY. THE CITY OF LAKEWOOD CAN SEPARATE FROM MYSELF AND MY VOLUNTEER SERVICES AT ANY TIME AT THE DISCRETION OF THE VOLUNTEER SUPERVISOR BASED ON VIOLATION OF PROGRAM POLICIES AND/OR PROCEDURES OR INABILITY TO COMPLETE THE VOLUNTEER TASK THAT HAS BEEN ASSIGNED IN COMPLIANCE WITH SPECIFIC PROGRAM EXPECTATIONS.

Volunteer Signature

Date

**CITY OF LAKEWOOD
RELEASE OF INFORMATION**



**PLEASE COMPLETE ALL FIELDS
PRINT CLEARLY**

Name (<i>First, Middle, Last</i>):			
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The following information is required to ensure your suitability for employment/volunteering/contracting with the City of Lakewood. It will be used to conduct a background check of your criminal conviction history, driving history records (if applicable to position), as well as an investigation into your previous employment. Please note: Many positions require a credit check and/or a check of current and past civil (in rare instances) cases, e.g., positions in the Finance Department. You will be contacted if any other information is needed or we need to conduct a credit check. Special note: Positions in the Police Department, City Attorney's Office and Municipal Courts also require checks of arrest records.

Background checks are done through consumer reporting agencies that include the National Sex Offender Public Registry. Some departments, e.g., Police, Municipal Court and City Attorney's Office, use the National Crime Information Center and Colorado Crime Information Center.

List all other names under which you have been known (*including the dates the names were applicable*):

Dates	Names

Date of birth (mm/dd/year):	SSN:
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Current Address:

Phone:	E-Mail:
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Driver's License number (if a driving position):	Issuing State:
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Sex:	Race:
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Have you ever been convicted of any criminal action?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please give details (when, type of conviction, was conviction a misdemeanor or a felony, court location and jurisdiction. Please explain the circumstances. Use an additional sheet, if needed.) ***Convictions will not necessarily preclude you from employment/volunteering/contracting. However, the City of Lakewood may contact the jurisdiction regarding the criminal action noted.***

If you are applying for a position with the City's Police Department, City Attorney's Office or Municipal Courts please list any arrests and include the circumstances.

(Continued on the reverse of this form)

******THIS FORM WILL NOT BE ACCEPTED UNLESS NOTARIZED******

I authorize you to release any and all information to the City of Lakewood including, but not limited to, employment histories, work evaluations, criminal arrests when applicable and based on position, convictions (including felonies, misdemeanors, and traffic offenses), and where applicable, credit checks and civil (in rare instances) case information. In this regard, please consider this letter as my waiver of any rights I may have enjoyed to privileged communications with you. **I understand my future and/or continued employment/volunteering/contracting with the City of Lakewood is contingent upon the results of this background check. The results of this background check must: a) be consistent with application information given; and b) not be in conflict with City standards for this position.**

Signature: _____

Date: _____

This document has been subscribed and affirmed, or sworn to, before me in the County of Jefferson, State of Colorado, this _____ day of _____ (month), 20_____(year).

Notary Signature and Seal

Commission Expiration Date _____

REQUESTING SUPERVISOR INTERNAL USE ONLY

Supervisor:	Department:	Extension:
Position title:	Driving position: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contracting Co Name:		
Position status: <input type="checkbox"/> Regular Employee <input type="checkbox"/> Temporary Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Work with a contracting Agency <input type="checkbox"/> Independent Contractor		

EMPLOYEE RELATIONS INTERNAL USE ONLY

Choice Screening <input type="checkbox"/> Yes <input type="checkbox"/> No By:	Date stamp
Reviewed by:	
Clear: <input type="checkbox"/> Yes <input type="checkbox"/> No	
PD/Fingerprints: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:	

Alternate formats of this document available upon request

City of Lakewood Training Sheet for City of Lakewood Volunteers Updated 7/23/15

The City aims to maintain a culture of inclusivity and respect for others. The City does not tolerate discrimination or harassment of any kind. The following training document lists examples of inappropriate behavior. If you witness or experience any similar behavior please report it to your supervisor, manager or Employee Relations immediately.

This sheet outlines policies that apply to volunteers. Volunteers perform their tasks at the will of the City and they may be removed from their duties and position as a city volunteer at any time for any reason.

Discrimination and Harassment Policy

The City provides equal employment opportunities to all persons regardless of race, color, creed, national origin, religion, ancestry, sex, sexual orientation, gender expression, age, military service, veteran status, marital status or disability. Any discrimination or harassment based on these protected status categories will be promptly investigated and appropriate action will be taken based on the results of the investigation. Actions could include removal of a volunteer from their duties and position as a city volunteer.

Sexual harassment refers to any unwelcome and persistent sexual attention, sexual advance, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. The City of Lakewood does not tolerate such behavior. Any volunteer who believes he or she has been the subject of discrimination or harassment should report the situation immediately to his/her immediate supervisor, department director, or to the Department of Employee Relations.

Workplace Violence Policy

The following conduct is prohibited in the City of Lakewood workplace: violence or threats of violence, intimidation, and/or abusive or potentially dangerous conduct. Anyone engaging in workplace violence may be immediately removed from their duties and position as a city volunteer.

Horseplay, a mild version of violence, also should be avoided. Horseplay includes light-hearted shoving and pushing, as well as teasing and joking about another's characteristics that fall into the categories listed under the Discrimination and Harassment Policy above. Every employee and/or volunteer has the right to have his/her personal space and personal characteristics respected. Behavior that may be intended in fun may not be perceived as harmless by the recipient or witnesses.

The City of Lakewood does not tolerate harassment, discrimination, or workplace violence. Any harassment or inappropriate conduct that violates any law or City policy is grounds for discipline, up to and including removal from volunteer duties and position as a city volunteer. This training sheet provides an overview of and instruction on these policies. For more information or detailed legal definitions, contact the Department of Employee Relations, 303-987-7700.

Drug- and Alcohol-Impairment-free Workplace Program

The Drug-Free Work Place Act of 1988 requires agencies that receive federal grants (such as the City) to provide a drug-free work environment. The City also deems it necessary to provide a safe work environment. Therefore, volunteers are expected and required to report to their assignments on time and in an appropriate mental and physical condition to perform their volunteer duties. Any volunteer is subject to a “reasonable suspicion” drug or alcohol test. If a formally trained supervisor makes the proper observations and requires a test, the volunteer must comply. Drug and/or alcohol impairment on duty will lead to removal from their duties and position as a city volunteer, upon confirmed medical testing.

Systems Security Policies

All persons who have authorized access to City systems share responsibilities for handling and safeguarding electronic data and communications on those systems. Volunteers should not use information gathered for personal purposes and they should only access files for which they have been authorized for viewing. In some cases the City maintains sensitive data and discreet treatment of this data is essential (e.g., home addresses and telephone numbers, citizen information, credit card data, etc.) Misuse of electronic data or sharing of sensitive information will likely result in discipline, up to and including removal from their duties and position as a city volunteer. Violations of law may be turned over to the appropriate law enforcement agency for investigation and prosecution.

E-Mail Systems Usage Policy

All e-mail software, servers, sent and received messages, attachments, and associated backup copies are and remain City property and are subject to inspection by City management and may be subject to public inspection under the Colorado Open Records Act. E-mail communication is intended for official business use and messages are not private. Passwords must never be shared. Administrative Regulation VI/G (E-Mail Systems Usage Policy) outlines volunteer responsibility, prohibited e-mail content, and unauthorized disclosure regulations.

Theft in the workplace

Any theft, willful or negligent damage, waste, or unauthorized or improper use of property or assets belonging to the City, an employee, a volunteer or anyone else is prohibited.

Internet Access and Usage Policy

All Internet communications, servers, downloaded files, software, messages and associated systems are and remain City property. Any such files or software may be used only as relevant to City volunteer tasks and in a manner consistent with any applicable license agreement or copyright. All files and information sent or received through the City Internet systems are subject to inspection by City management, and may be subject to public inspection under the Colorado Open Records Act. Internet use and communication is intended for official business use and is not private nor the property of any employee. Anyone using the City-provided Internet access should not assume they have any degree of anonymity. Only those individuals (typically employees) who are authorized to represent the City to the

media, to analysts or in public gatherings on behalf of the City may speak/write in the name of the City to any newsgroup, chat room or other forum. Volunteers are to identify themselves accurately and completely, including City affiliation and function where requested (such as when participating in chats, newsgroups, webinars, or when setting up accounts on outside computer systems and websites). Administrative Regulation VI/H (Internet Access and Usage Policy) outlines volunteer responsibility, prohibited content, security and unauthorized disclosure regulations.

Payment Card Processing and Compliance

The Payment Card Industry Data Standards have been created by the Payment Card Industry Council and outline the guidelines that the City of Lakewood must follow in order to be consistent in handling sensitive information and to facilitate protection of cardholder data. The policies, processing steps, security measures, etc., are detailed in Administrative Regulation I/M (entitled Payment Card Processing and Compliance.) City volunteers who handle cash and/or payment cards will be required to attend cash handling and Payment Card Industry (PCI) compliance training per Administration Regulation I/M.

Cash and/or Payment Card Handling

City volunteers who handle cash and/or payment cards as payments for transaction processing must adhere to guidelines and policies that the City sets forth. These policies were created to ensure the safeguarding of sensitive data and prevention of theft. Upon placement in an assignment and prior to processing any form of payment type, City volunteers will be required to attend cash handling and Payment Card Industry (PCI) compliance training per Administration Regulation I/M.

Both the City Personnel Policies and the City Administrative Regulations are available for review on the City's intranet site: *Inside Lakewood*. In addition, this information is available upon request either from the applicable Volunteer Coordinator or from the Department of Employee Relations during regular business hours.

I received and read this training sheet: _____

Date: _____

Printed name: _____