

City of Glendale Verdugo Mountains 10K 2018 Volunteer Form

Volunteer Program ♥ Personnel Division ♥ 613 E. Broadway ♥ Room 100 ♥ Glendale, CA 91206 ♥ (818) 548-2110

Introduction:

Thank you for your interest in volunteering with the City of Glendale. All information you provide is kept strictly confidential and is for the Volunteer Program only. Please complete this form as fully as possible and be sure to sign at the bottom where requested. Please return this form to the Volunteer Coordinator, Patty Betancourt on the day of the event or in advance via email at pbetancourt@glendaleca.gov.

Personal Information (Please Print):

Last Name First Middle

Address City State Zip Code

Home Phone Work Phone Other Phone (cell, pager, etc.)

Emergency Contact Person (Name) Relationship Phone Number

Will you need any accommodations to perform the work in which you have expressed interest? Yes No

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

I hereby certify that the information set forth in this application is true and complete to the best of my knowledge. I understand that more extensive background information may be requested based on the sensitivity of my assignment. I further understand that if I become a Volunteer for the City of Glendale, falsified statements made on this application shall be considered cause for removal from the program.

Signature Date

For Office Use Only – Prospective volunteer, please do not write below this line

Division Volunteer Coordinator to complete and keep on file. Refer to the Volunteer Policy for specific program guidelines.

One Time Assignment **or** Ongoing Assignment, Schedule: _____

Volunteer Registration Form completed and kept on file. Volunteer Agreement completed and kept on file.

Volunteer Time Sheet initiated and kept on file.

Policies Distributed to Volunteer:

Violence in the Workplace

Use and Control of Tools, Equipment, Supplies and Materials

Discriminatory Workplace Harassment

Volunteer File Set-up (must contain the Volunteer Registration Form, Volunteer Timesheet(s), Volunteer Agreement). Note: The volunteer file must be kept for five years after separation.

Termination of Volunteer Assignment:

Separation Date: _____

City property returned prior to separation

Worksite Supervisor Signature _____

Date _____

City of Glendale Volunteer Program

Volunteer Agreement

Volunteer's Name: _____

City Division/Section: Community Services & Parks Dept./Verdugo Mts. 10K 2018

Assigned Supervisor's Name: Patty Betancourt

Area requested to work:

This Agreement confirms the arrangements for service as an unpaid volunteer with the City of Glendale.

At all times while you are a volunteer, you will work under the supervision of City staff. You may be assigned to a variety of tasks mutually agreed upon between you and your supervisor. Your supervisor will be available to explain your assignment(s) and answer any questions you may have about your assignment(s) or about the City of Glendale in general. You will be responsible for fulfilling the requirements of your agreed upon task(s), including adhering to the schedule of service and being punctual.

As a volunteer with the City of Glendale, you will be covered by Worker's Compensation for injuries sustained during the course and scope of your volunteer assignment. By signing this Agreement you are acknowledging that Worker's Compensation shall be your sole remedy for such injuries.

The City of Glendale appreciates your volunteer efforts, and the time and talents that you will contribute to the City and the citizens of Glendale.

All parties to this agreement understand and agree to the terms and conditions of this document and to the established policies and procedures of the City's Volunteer Program, incorporated herein by reference.

Division/Section Volunteer Coordinator

Date

Volunteer Signature

Date

Parent or Guardian's Signature (if under 18)

Date