



CITY OF KETTERING

# Volunteer Application

## BASIC VOLUNTEER DATA

### A. GENERAL INFORMATION

Name: \_\_\_\_\_

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

Have you lived at this address for five years? YES \_\_\_\_ NO \_\_\_\_

If not, please list previous address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Work Phone No. \_\_\_\_\_

Cell/Other \_\_\_\_\_ E-Mail Address \_\_\_\_\_

What is your preferred method of communication? \_\_\_\_\_

Criminal Record? Have you ever been convicted of a felony? YES \_\_\_\_ NO \_\_\_\_ (If yes, explain circumstances. Existence of a criminal record does not constitute an automatic bar to volunteering.) \_\_\_\_\_

State here any additional information required to answer the above question adequately or that you feel would be helpful for volunteer inquiry. \_\_\_\_\_

Are you related to any City employee(s)? YES \_\_\_\_ NO \_\_\_\_

If so, who is the City employee? \_\_\_\_\_

What is the relationship? \_\_\_\_\_

### B. EDUCATION AND TRAINING

Check the highest school grade completed.

**High School**

9  10  11  12

**College**

13  14  15  16  17  18  19  20

Degrees obtained or areas of study: \_\_\_\_\_

List any job-related schools attended or vocational training received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. EMPLOYMENT HISTORY**

Are you currently employed?  Yes  No

**If yes,** please list your employer.

Current Occupation: \_\_\_\_\_

**If no,** please list your former employer.

Former Occupation: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Please list below any volunteer work experience you would like to include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. MISCELLANEOUS INFORMATION**

Why do you want to volunteer for the City of Kettering?

\_\_\_\_\_  
\_\_\_\_\_

How did you hear about the Volunteer Program?

\_\_\_\_\_

Is there a specific department in which you would like to volunteer?

\_\_\_\_\_

**E.  
REFERENCES**

**(Relatives are not acceptable references)**

Name & Title	Occupation	Phone
1.		
2.		

**CERTIFICATION:** I hereby certify that all the information I have provided on ALL PAGES of this application form is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any omissions or misstatement of facts contained in this application may disqualify me for further consideration as a volunteer or result in my immediate termination with the City of Kettering.

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

\_\_\_\_\_  
Date

**EQUAL OPPORTUNITY  
EMPLOYER**

As an Equal Opportunity Employer, the City of Kettering is committed to give equal consideration to all applicants without regard to race, color, religion, gender, age, national origin, ethnic heritage, or disability.

## EMERGENCY INFORMATION

In case of emergency, please contact:

Name: \_\_\_\_\_

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

## AVAILABILITY

Please check the hours you are usually available to volunteer:

Monday	<input type="checkbox"/> 8 a.m. – Noon	<input type="checkbox"/> Noon – 5 p.m.	<input type="checkbox"/> 5 p.m. – Midnight
Tuesday	<input type="checkbox"/> 8 a.m. – Noon	<input type="checkbox"/> Noon – 5 p.m.	<input type="checkbox"/> 5 p.m. – Midnight
Wednesday	<input type="checkbox"/> 8 a.m. – Noon	<input type="checkbox"/> Noon – 5 p.m.	<input type="checkbox"/> 5 p.m. – Midnight
Thursday	<input type="checkbox"/> 8 a.m. – Noon	<input type="checkbox"/> Noon – 5 p.m.	<input type="checkbox"/> 5 p.m. – Midnight
Friday	<input type="checkbox"/> 8 a.m. – Noon	<input type="checkbox"/> Noon – 5 p.m.	<input type="checkbox"/> 5 p.m. – Midnight
Saturday	<input type="checkbox"/> 8 a.m. – Noon	<input type="checkbox"/> Noon – 5 p.m.	<input type="checkbox"/> 5 p.m. – Midnight
Sunday	<input type="checkbox"/> 8 a.m. – Noon	<input type="checkbox"/> Noon – 5 p.m.	<input type="checkbox"/> 5 p.m. – Midnight

## SKILLS

Below is a list of our City volunteer opportunities. Please check those that interest you:

- |  |   |
|--|---|
| <input type="checkbox"/> Christmas Open House (Senior Center)        | <input type="checkbox"/> Parks Maintenance Assistant                      |
| <input type="checkbox"/> Collate Documents/Mailings                  | <input type="checkbox"/> Photographer                                     |
| <input type="checkbox"/> Compile Statistics                          | <input type="checkbox"/> Receptionist                                     |
| <input type="checkbox"/> Courier (Vehicle Maintenance Center)        | <input type="checkbox"/> Scanning   |
| <input type="checkbox"/> Data Entry                                  | <input type="checkbox"/> Schedulers                                       |
| <input type="checkbox"/> Environmental Education Assistant           | <input type="checkbox"/> Senior Transportation - Drivers (Senior Center)  |
| <input type="checkbox"/> Frazee Usher                                | <input type="checkbox"/> Senior Transportation - Dispatch (Senior Center) |
| <input type="checkbox"/> Gardener                                    | <input type="checkbox"/> Spanish Translator                               |
| <input type="checkbox"/> Greeter                                     | <input type="checkbox"/> Special Events Assistant                         |
| <input type="checkbox"/> Gym Attendant                               | <input type="checkbox"/> Summer Camps Assistant                           |
| <input type="checkbox"/> Ice Skating Assistant                       | <input type="checkbox"/> Tax Assistant                                    |
| <input type="checkbox"/> Invasive Plant Removal                      | <input type="checkbox"/> Waterway clean up and monitoring                 |
| <input type="checkbox"/> Kettering Senior Show Choir (Senior Center) | <input type="checkbox"/> Wildlife observations                            |
| <input type="checkbox"/> Mail Courier                                | <input type="checkbox"/> Youth Sports Coach                               |
| <input type="checkbox"/> Nursery Assistant                           |   |
| <input type="checkbox"/> Open/Sort Mail                              |   |
| <input type="checkbox"/> Park and Community litter clean up          |   |

Please return completed application and  
background release form to:



**City of Kettering**  
**Volunteer Office**  
**3600 Shroyer Road**  
**Kettering, OH 45429** or  
email:

**[ketteringvolunteer@ketteringoh.org](mailto:ketteringvolunteer@ketteringoh.org)**



CITY OF KETTERING

VOLUNTEER BACKGROUND RELEASE FORM (PLEASE PRINT CLEARLY)

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State\*: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

\*Applicants with out-of-state driver's licenses must provide a copy of a current driving record.

Valid License: Yes No Type of License: Operator's Commercial (CDL)

I authorize the City of Kettering and any investigative agency of its choice to investigate my personal history, character and general reputation as it substantially relates to the duties and responsibilities of the volunteer position(s) for which I am applying, which may include my driving, safety inspection, arrest, conviction, verification of my education and employment history, a social media search, a fingerprint background check and a search of any public record available. These reports may be obtained at any time after receipt of my authorization and throughout my volunteer position with the City of Kettering.

I authorize any reference, school, former employer, military organization, police department or other person or agency to disclose to the City of Kettering or its agent, upon request, any information or records they may have about me and I release them from all liability for disclosing such information to the City of Kettering.

Photo Consent

I hereby grant City of Kettering permission to use my likeness in a photograph in any and all of its publications, including website entries, without payment or any other consideration. I understand and agree that these materials will become the property of the City of Kettering and will not be returned. I hereby irrevocably authorize City of Kettering to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing City of Kettering programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product. Additionally, I waive any right to royalties or other compensation arising from or related to the use of the photograph. I hereby hold harmless and release and forever discharge City of Kettering from all claims, demands and causes of action which I, my heirs, representatives, executors, administrators or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

Acknowledgement of Risks

I understand, acknowledge, agree and accept full responsibility for all the risk of the activities I am voluntarily engaged in as a participant and/or spectator. I agree, covenant and promise to accept and assume total responsibility. I understand and acknowledge that I will not be provided with any medical insurance. I also understand and acknowledge that insurance coverage will not be provided to me.

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

Date \_\_\_\_\_

Requested By \_\_\_\_\_

Date \_\_\_\_\_

City of Kettering Police Department \_\_\_\_\_ Signature