



CITY OF KETTERING

# Volunteer Application

## BASIC VOLUNTEER DATA

### GENERAL INFORMATION

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

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

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

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

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

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

Cell/Other \_\_\_\_\_ Email Address \_\_\_\_\_

Have you ever been convicted of a felony? YES \_\_\_\_\_ NO \_\_\_\_\_

(We cannot accept anyone with a felony into the program)

Have you been convicted of a misdemeanor? YES \_\_\_\_\_ NO \_\_\_\_\_ (If yes, please explain the 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? YES \_\_\_\_\_ NO \_\_\_\_\_

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

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

### 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: \_\_\_\_\_

## 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:

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

## REFERENCES

(Relatives are not acceptable references)

Name & Title	Occupation	Address	Phone
1.			
2.			

## EMERGENCY INFORMATION

In case of emergency, please contact:

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

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

**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.

Please fill out both sides of this Volunteer Application and return to:

City of Kettering Volunteer Office  
ketteringvolunteer@ketteringoh.org • 937-296-2433

\*\* Please note: by filling out this form, it does NOT guarantee your position as the Head Coach.  
The Volunteer Office will notify you directly if they have any questions.

If you have specific questions regarding coaching, please contact:

Deondra Wynn, Sports Supervisor  
deondra.wynn@ketteringoh.org • 937-296-3344



## CITY OF KETTERING

PARKS, RECREATION AND CULTURAL ARTS DEPARTMENT

### **City of Kettering Coach's Rules and Regulations**

I, \_\_\_\_\_, as a Volunteer Coach for the City of Kettering Parks, Recreation and Cultural Arts Department in the Youth Sports division, acknowledge and agree to follow these *Coach's Rules and Regulations*:

- I will not transport any child as their Coach.
- I will not put myself in any situation where I am alone with a child.
- I will have a City of Kettering staff member present at my practices and games.

Your signature below confirms that you have read and agree to follow these *Coach's Rules and Regulations*:

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

### **Background Check Information**

The City of Kettering conducts thorough court and BMV background checks for this program. Please understand that completing this form does not guarantee that you will be named coach of a team. You may not assume coaching responsibility until that check is returned and you are cleared to coach. The results of your background check may impact your ability to serve as a volunteer coach.

We encourage you to get people involved with your team! Ask parents to help you at practice, sign up for snacks or even having them help on the bench for players not on the court! The success of this program is credited to the wonderful people who make it happen—YOU!

**We are so excited to have you on board with us this season!**

**GOOD LUCK from your Youth Sports Staff!**