

City of Port Orchard Volunteer Application

Please **do not** use this application for volunteer opportunities within the Port Orchard Police Department. Please call (360) 876-1700 to receive a VIPS (Volunteer in Police Service) application packet.

Personal Information

Name: _____ Date: _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Work Phone: _____ Social Security #: _____

Yes Do you have any special requirements or a health condition that the City of Port Orchard
No should be aware of while you are a volunteer?

If yes, please describe _____

Are you age 18 or older? Yes No

In case of emergency, please notify:

Name: _____ Relationship: _____

Home Phone: _____ Business Phone: _____

Physicians Name: _____ Phone: _____

In case of an emergency, can we release the above information to the emergency medical crew, clinic, or hospital? **Yes** **No**

Past experience

Employment and/or Volunteer Experience: _____

Education/Training: _____

Special skills or hobbies: _____

References

List two references (other than family) whom the City can contact and their relationship to you (friend, employer, etc.)

Name: _____ Phone: _____ Relationship: _____

Address: _____ City/State/Zip: _____

Name: _____ Phone: _____ Relationship: _____

Address: _____ City/State/Zip: _____

Background Statement

Within the last seven years, have you been convicted of a violation other than a minor traffic offense?
Yes No If convicted, please explain the date and nature of the offense: _____

I hereby certify that the information on this application is true and complete. My signature authorized the City of Port Orchard to verify any of the information on this application and to secure information deemed necessary from employers and personal references in order to determine my suitability for the volunteer position I am seeking with the City of Port Orchard.

Signature: _____

Please see reverse side

Volunteer Opportunities

There are a variety of volunteer opportunities in the City. In order to provide maximum satisfaction, individual volunteers will be carefully matched according to their choice, skills and available assignments.

The following are examples of the types of work that you may be asked to do, please give us as much information on your skills and the areas in which you would like to volunteer for.

Is there a particular office or department you would be interested in working in (circle all that apply)?

- City Clerk
- City Treasurer
- Public Works/Parks
- Municipal Court
- Engineering/Building/Planning

CLERICAL, which could include answering phones, greeting customers, filing or special projects.

MUNICIPAL COURT, which could include filing, typing, and special projects.

PARKS FACILITIES, which could include light maintenance of parks facilities, landscaping and general maintenance.

PUBLIC WORKS, which could include manual labor, curb painting and general maintenance.

Please give us an example of the skills and abilities you possess that would help us better place you: _____

Time Available: Morning Afternoon Evening

Monday Tuesday Wednesday Thursday Friday Weekends

Thank you for taking the time to complete this application. We look forward to working with you.

**City Clerk, City Port Orchard, 216 Prospect St., Port Orchard, WA 98366
Phone: (360) 876-4407; Fax: (360) 895-9029**