



<b>IV. Skills and Interests</b>	
Education: Degree _____ Institution _____ Dates Attended _____	
License(s) held: _____	Language(s) Spoken Fluently: _____
Hobbies, Skills, and Interests: _____	
Occupation: _____	Current Employer: _____
Employer Address: _____	Employer Phone: _____

<b>V. Experience</b> (paid and volunteer, beginning with the most recent):		
Position: _____	Organization: _____	Dates: _____
Position: _____	Organization: _____	Dates: _____
Position: _____	Organization: _____	Dates: _____
Position: _____	Organization: _____	Dates: _____

<b>VI. References</b> Give us the contact information for three people (not relatives) who know you well and can attest to your character.

### **Volunteer Code of Conduct**

- As a volunteer I will perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- As a volunteer I will not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- As a volunteer I will strictly observe all safety rules and use care in the performance of my assigned tasks.
- As a volunteer I will treat everyone with respect, patience, integrity, courtesy, and dignity.
- While volunteering I will not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.

## Volunteer Acknowledgements and Waivers

As a condition of volunteering, I give Layton City permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I give Layton City permission to inquire into my educational background, references, licenses, and employment and/or volunteer history. I also give permission to the holder of any such information to release it to Layton City. I understand that all volunteer positions are conditioned upon favorable background information as determined by Layton City.

I understand that Layton City is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.

I understand that Layton City reserves the right to terminate my volunteer status at any time.

I understand that volunteer positions are charitable contributions to Layton City without anticipation of compensation of any kind or consideration of future employment.

As a volunteer I agree to be subject to the policies and procedures of Layton City.

I hold Layton City harmless of any liability, criminal or civil that may arise as a result of the release of this information about me. I also hold harmless any individual or organization that provides information to Layton City. I understand that Layton City will use this information only as part of its verification of my volunteer application.

I verify by my signature below that the above information is accurate to the best of my knowledge, and I have read each of the above items and agree to be bound by them.

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

\_\_\_\_\_  
Date

If the volunteer applicant is under the age of eighteen, a parent or guardian must also review these items and sign below.

I, \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_  
and I agree to allow him/her to be bound by the conditions represented above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

City Use Only

**This Volunteer will be supervised by:** \_\_\_\_\_ **Department** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Department Director**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**City Manager, or Designee**

**HR Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**HR Director, or Designee**