



# VOLUNTEER/INTERN APPLICATION

\_\_\_\_\_ (volunteer/intern position title)

## SECTION I

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## SECTION II

Previous Volunteer Experience \_\_\_\_\_

Occupation (Past occupation if retired): \_\_\_\_\_

Other information that will help us make a good match (such as education, general interests/hobbies) \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

## SECTION III

### Availability and Volunteer Assignment Preferences

*Please Check All That Are Applicable:*

- I Am Available     Mornings (Mon-Fri)     Afternoons (Mon-Fri)     Evenings (Mon-Fri)  
 Weekends     Once A Week     More Than Once A Week  
 One Time Only     As Needed     OTHER

I Could Serve More Than One Department:     Yes     No

## SECTION IV

Do You Have A Valid (State) Driver's License?     Yes     No

License Number: \_\_\_\_\_ Vehicle License Plate Number \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Have You Ever Been Convicted For Violation Of Any Laws, Traffic Or Otherwise?     Yes     No

If Yes, Please Explain: \_\_\_\_\_

Do You Have Any Physical Condition that May Limit Your Activities?     Yes     No

If Yes, Describe: \_\_\_\_\_

Who To Notify In Case Of An Emergency? \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**SECTION V [ References ]**

Please list three persons we may call who are NOT family, one of whom may be a leader, teacher, employer or relationship other than personal friend.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

Comments:

*I hereby give my consent to contact my references; to contact my employers, past and present; and to conduct a background check.*

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

\_\_\_\_\_  
Date

# VOLUNTEER NON-DISCLOSURE AGREEMENT

**I. The Parties.** This Volunteer Non-Disclosure Agreement, referred to as the “Agreement”, applies to \_\_\_\_\_, referred to as the “Volunteer”, associated with and/or involved in the activities or affairs of \_\_\_\_\_, with a mailing address of \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_, referred to as the “Volunteer Program”, with both the Volunteer and Volunteer Program collectively referred to as the “Parties”.

**II. Confidential Information.** All data, materials, knowledge, and proprietary information generated through, originating from or having to do with the Volunteer Program or persons associated with its activities, including contractors, is to be considered Confidential Information and is not to be disclosed to any outside party. This includes, but is not limited to, documents, information, designs, printed matter, policies, procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, and e-mail messages, whether internally between staff or outside the Volunteer Program is confidential and the sole property of Volunteer Program.

**III. Clients.** Client information, including all file information, is not be disclosed to any third party under any circumstances without the written consent of the Company.

**IV. Damages.** Any disclosure, misuse, copying or transmitting of any material, data, or information, whether intentional or unintentional, will subject Volunteer to disciplinary action, prosecution, and/or monetary damages according to the procedures set by Company and any applicable laws.

The signature of the Volunteer below acknowledges his/her agreement to the aforementioned terms.

**Volunteer’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Print Name \_\_\_\_\_



CITY OF  
**MANOR**  
 EST. ★ 1872  
 TEXAS

## CCH & DRIVER LICENSE VERIFICATION AUTHORIZATION

I, \_\_\_\_\_, hereby authorize any accredited representative of The City of Manor bearing this release to obtain a criminal history report and driving record.

I acknowledge that the information obtained will be for the sole purpose of possible employment with the City of Manor and if deemed unnecessary will be destroyed upon completion.

\_\_\_\_\_  
 (Date of Birth)

\_\_\_\_\_  
 (Driver License Number)

\_\_\_\_\_  
 (Applicant Signature)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Human Resources)

\_\_\_\_\_  
 (Date)

Subscribed and sworn to before me, by the said \_\_\_\_\_ this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. To certify which witness my hand and seal of  
 Office.

\_\_\_\_\_ Notary Public in and for \_\_\_\_\_ County, TX.

(SEAL)