



VOLUNTEER SERVICE PAPERWORK CHECKLIST

- VOLUNTEER APPLICATION
- RELEASE AND WAIVER OF LIABILITY FORM
- BACKGROUND CHECK AUTHORIZATION FORM
- COPY OF PHOTO ID

Office Use Only:

Please confirm all pages have been signed and complete.

Returned completed packet to HR on _____



**CITY OF ROYSE CITY
VOLUNTEER APPLICATION**

Name: _____

Address: _____ County: _____

Home Phone (____) _____ Cell phone (____) _____

E-mail _____

Current Employer: _____ Work # (____) _____
(if applicable)

Employer address: _____

Position and Title: _____

Please indicate the department in which you would like to serve. Indicate order of preference by ranking 1 for your first choice to 11 for your last choice.

- Clerical – All Departments _____
- Animal Shelter _____
- Library _____
- Parks _____
- Police Department _____
- Senior Center _____
- Museum _____
- Main Street _____
- Fire Department _____
- Planning Department _____
- Other, please list _____

What qualification would you bring to the City as a Volunteer?

What hours and days are you available to volunteer?

Mutual Confidentiality & Non-Disclosure Agreement

Confidential Information remains the exclusive property of the City of Royse City and in no form shall be relayed, copied, destroyed, disclosed or removed. This Agreement shall be effective as of the date of the last signature and shall thereafter continue until signer resigns in writing his/hers volunteer status with the City of Royse City Human Resources Director.

Applicant Signature

Date

Human Resources Director

Date



RELEASE AND WAIVER OF LIABILITY

The undersigned Volunteer (“Volunteer”) has decided voluntarily to, and does hereby specifically request to provide voluntary labor to the City at the City of Royse City facilities (“City Facilities”). In consideration of being permitted to provide such labor, I, the Volunteer, for myself, and my personal representative, heirs, and next of kin:

1. Represent and warrant that I am at least eighteen (18) years of age or if under eighteen (18) years of age I have the permission of all adults with legal responsibility over me to participate in such activities/labor.
2. Represent and warrant that this release is made by me voluntarily and without any mental, physical or economic duress.
3. Acknowledge, agree, and represent that if I feel anything to be unsafe or unlawful in connection with any particular activity taking place during my providing labor to the City, I will, as soon as practicable, advise a City official, and if necessary cease further participation in the activity.
4. I expressly acknowledge that it is my responsibility to determine my fitness to participate in any activity I engage in during my providing labor to the City, and to notify a City Official of any physical or medical conditions that might impact the advisability or appropriateness of my participation in the activity, or that might make my participation unduly dangerous.
5. Certify that any protective clothing and equipment, made available to me by the City is done so without any warranty by the City and simply as a convenience to me and I am free to utilize or acquire my own protective clothing and equipment from any other source, provided such protective clothing and equipment meets or exceeds all applicable safety standards set by the City.
6. Represent and warrant that I am not impaired by alcohol, drugs, medication, illness, fatigue, or injury and will not provide any labor to the City if I am or become so impaired. I further represent and warrant that I will conduct myself in a safe and professional manner at all times during my participation in any activity.
7. Certify that I have no physical or health condition or problem that could or might be aggravated by my providing labor to the City. I further certify that I have, either through my employer or personally, sufficient insurance (such as life, health, dental, disability and hospitalization) to adequately cover me in case of any injury occurring to me while participating in the activity.

In consideration of the Volunteer being permitted to participate in the providing voluntary labor, the undersigned, and if the Volunteer is under the age of eighteen (18) an adult with legal responsibility for the Volunteer,

Hereby releases and discharges the City of Royse City, Texas, and all of its present and former agents, employees, officials and representatives in their official,

individual and representative capacities (collectively referred to hereinafter as the "City") from any and all claims, demands, causes of action, judgments, liens and expenses (including attorney's and expert witness fees), costs and damages (whether common law, statutory or constitutional and whether actual, punitive, consequential or incidental), of any conceivable character, due to or arising from injuries to persons (including death) or to property (both real and personal) created by, arising from or in any manner relating to my participation in the program and activities for which this Release is given. THIS RELEASE EXPRESSLY INCLUDES LIABILITY ATTRIBUTABLE TO THE NEGLIGENCE OF THE CITY OR OTHER RELEASED PARTY AND LIABILITY ASSESSED WITHOUT REGARD TO FAULT OR ASSESSED IN THE ABSENCE OF FAULT.

Hereby acknowledge that the execution of this release shall not constitute a waiver by the City of the defense of governmental immunity or official immunity, where applicable, or any other defense recognized by the state or federal courts.

I HAVE READ THIS RELEASE, WAIVER OF LIABILITY AND CONFIDENTIALITY AGREEMENT AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Volunteer's Name (Please Print)

Volunteer's Address

Volunteer's Signature

Volunteer's Telephone Number

Date

If Volunteer is under 18 years of age: In consideration of the Volunteer being permitted to participate in the Training, I as the parent or legal guardian of the Volunteer, hereby certify that I am an adult with legal responsibility for the Volunteer whose name and signature appear above, and I have authority to contract, and waive rights, on behalf of the minor Volunteer and do so as set forth above. If there are other parents or legal guardians of the Volunteer, I further certify that I have provided a copy of this waiver to such person(s) and that such persons agreed with all provisions of this Release and Waiver of Liability.

Name (Please Print)

Signature

Date



AUTHORIZATION FOR BACKGROUND CHECK/CRIMINAL HISTORY CHECK

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

I, _____, hereby authorize the City of Royse City, or its appointed representative to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the City of Royse City, or its appointed representative will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Signature of Applicant

Date

Applicant's Name – Printed

*****Please attach copy of driver's license*****