Allen Senior Recreation Center Volunteer Application 2014

Name	(Circle one) CURRENT NEW	Today's Date

Address:	City	State	Zip

Home Phone	Other Phone	Email	For Current: Has info changed? Y/N

ASRC Volunteer Areas

Currently Serving	Areas of Interest*	Days Available** Mon, Tues, Wed, Thur, Fri, Sat

Comments: Please use this area to describe strengths, skills and talents.
Class Facilitators; please describe your ideas or topics for new classes.

*Some volunteer areas require schedules, rotations, and food handler certificates.
**Please note that availability of positions are not always immediately open. Volunteers will be paired with open slots available regarding talents, skills and interests.

Volunteer Coordination Area—Please do not write below.			
Date of Assignment	**Volunteer Area**	**Day/Time**	**Staff Contact**
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For Staff Use Only

Background Check Form Received Date_____

Background Check Approved Date_____

Liability Release Form Received Date_____

Liability Release Returned Date_____

Background Checks for Volunteers and Contract Instructors

In an effort for potential volunteers and instructors to provide their Social Security Number for background checks in a secure environment, the City of Allen has put into place an option that will allow you to personally enter your own Social Security Number into the database that will run your Background Check. Here is how it works:

1. **Complete the Background Check Forms, excluding your Social Security Number.**

2. **Contact the City of Allen Human Resources Manager, at 214-509-4676. You may make a personal appointment to go to City Hall where you will be allowed to enter your own SSN directly into the database that will run your Background Check.**

3. **Once the information has been entered and "sent", any report that the City receives back regarding the status of your Background Check will ONLY show the last 4 digits of your SSN.**
   Example: XXX-XX-1234

4. **You will be notified by the ASRC Volunteer Coordinator of the result of your Background Check.**

If you prefer, you may put your forms in a sealed envelope and hand deliver to the ASRC Volunteer Coordinator. This will go directly to Human Resources.

January 2013

CITY OF ALLEN

VOLUNTEER CONSENT/RELEASE FORM

Applicant's Printed Name: _____

Applicant Current Address: _____

City: _____ **State:** _____ **Zip:** _____

Date of Birth: _____**Social Security Number:** _____

Driver's License Number: _____**State:** ____

Signature: _____ **Date:** _____

In connection with my application for volunteering with the City of Allen, I understand that inquiries will be made concerning my criminal, driving records and other related matters. Accordingly, I hereby authorize all public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and all information maintained by any such agency or entity concerning my personal history.

In consideration of the City of Allen's acceptance and consideration of my application for volunteering, I hereby, and by these pretenses do for my heirs, agents, executors, administrators and assigns, release and forever discharge the City's and all affiliated entities from all claims, demands, damages, actions and causes of action pertaining to or arising out of the City's consideration of my application for volunteering and use, so long as not malicious, of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

If volunteer is less than 18 years of age, the Parental/Guardian consent/release below is required.

I, _____, the legal parent/guardian of the above listed person, do hereby authorize the release of criminal history information on my child for the purpose of volunteering for the City of Allen.

Print Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

CITY OF ALLEN VOLUNTEER RELEASE

Volunteer's Name: _____
Address: _____
Date: _____

For good and valuable consideration including the privilege of serving as a volunteer for the City of Allen, Texas, the undersigned volunteer for and on behalf of the above named volunteer, the volunteer's heirs, executors, and assigns (collectively referred to as the "Undersigned Volunteer") does hereby release, indemnify and hold harmless the City of Allen, Texas its officers, agents, employees, contractors, third party representatives and invitees (collectively referred to as "Allen") from any and all claims, damages, causes of action of any kind whatsoever, statutory or otherwise, for personal injury, including death, property damage and lawsuits and judgments, including court costs, expenses and attorneys fees, and all other expenses that the Undersigned Volunteer has, or might have, known, or unknown, now existing or that might arise hereafter, directly or indirectly from the Undersigned Volunteer participation as a volunteer for Allen, and from any direction or instruction by Allen personnel during periods of volunteer service and from any acts or omissions by any third parties.

The Undersigned Volunteer understands that the volunteer service activities may occur outdoors and include strenuous activities. By signing this, Undersigned Volunteer states that he/she is in physical condition to perform the Volunteer tasks. The Undersigned Volunteer acknowledges and agrees to serve on a voluntary basis and not as an employee, contractor, or agent of Allen. The Undersigned Volunteer agrees to observe and display a proper attitude at all times, and will make all reasonable effort to ensure to represent Allen in an appropriate manner. The Undersigned Volunteer understands and acknowledges the limitations of a volunteer position and agrees to forward all issues the Undersigned Volunteer encounters outside those limitations to the appropriate Allen personnel for attention. As a volunteer, the Undersigned Volunteer understands that such service is without benefits or compensation. The Undersigned Volunteer also acknowledges and agrees that participation as a volunteer may be terminated at any time by Allen personnel.

The Undersigned Volunteer understands that the privilege of serving as a volunteer for Allen shall be under the direction and control of Allen personnel and agrees to strictly comply with all Allen rules, directives and regulations written or otherwise including any personal direction from Allen personnel during any time the Undersigned Volunteer is serving as a volunteer for Allen. The Undersigned Volunteer agrees to assume any and all risk associated with serving as a volunteer for Allen. By the Volunteer's signature below the Undersigned Volunteer acknowledges that the undersigned has read and understands the Allen rules, directives and regulations, and agrees to abide by them.

_____
VOLUNTEER