The City of West Jordan

Volunteer Application

Note: This form must be complete and all signatures are required before the individual may begin to volunteer.

Full Name (Last) (First)		
Home Phone	Other Phone	Date of Birth
Address, City, State, Zip		
Emergency Contact Name/Relationship	Emergency Contact Phone	
Department Volunteering for:	Date Volunteer will Begin Work	Date Volunteer Assignment Ends
Direct WJC Supervisor	Supervisor's Title	
Job Duties Volunteer will Perform		

Volunteer Code of Conduct and Acknowledgement

As a volunteer I agree to perform those duties as specified and agree to stay within the bounds of a volunteer's responsibility as outlined in the job description. 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. I will not use any equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely. As a volunteer I will strictly observe all safety rules and polices of the City of West Jordan. I will use care in the performance of my assigned tasks and do so in a professional manner.

As a volunteer I will treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration. If problems arise, I will notify my supervisor as soon as possible.

Volunteer Signature: VOLUNTEER ACKNOWLEDGES THAT THE VOLUNTEER ARRANGEMENT IS AT THE SOLE DISCRETION OF THE CITY OF WEST JORDAN. APPROVAL MAY BE DENIED FOR ANY REASON, WITH OR WITHOUT CAUSE AND MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT NOTICE.

The volunteer promises to follow the instructions outlined on this form and to also follow the instructions of the supervisor in performing all volunteer assignments. The City requires that the volunteer be closely supervised by the immediate supervisor over the project. The volunteer does not and shall not assume any authority to represent the City in negotiations, contracts, or make promises or inducements on behalf of the City at any time.

If the volunteer is younger then 18 years of age, a guardian or parent must also sign this form acknowledging that the volunteer is approved to work for the assignment applied for on this form. The volunteer and guardian/parent agree to the terms of this arrangement and agree that this is a voluntary arrangement without anticipation of compensation of any kind or consideration for future employment.

Volunteer & Guardian. Please read this disclaimer and acknowledge approval of all information contained in this form by signing: I understand that any omission or misstatement of material facts on this Volunteer Form or any document used to secure a volunteer position with the City of West Jordan shall be grounds for rejection of this application or for immediate discharge if I am offered a volunteer position, regardless of the time elapsed before discovery.

Volunteer Signature	**Date**
Parent/Guardian Signature	**Date**

City Use Only: 1/2009

- ☐ Background Check Required
- ☐ Driver's License Review Required
- ☐ Drug Test
- ☐ Minor Acknowledgement Required
- ☐ Conflicts of Interest
- ☐ Other _____

Department Approval _____

Human Resources Approval _____

City Manager Approval _____