



**Los Gatos-Saratoga Community
Education & Recreation**
123 East Main Street
Los Gatos, CA 95030
Phone: (408)354-8700 Fax: (408)395-3828
www.lgsrecreation.org

For Official Use Only

First Day of Work _____
Program _____
Certification _____
Classification _____
Supervisor's Initials _____

VOLUNTEER APPLICATION

Completion of the volunteer application does not guarantee placement or engagement as an LGS Recreation volunteer. Please print clearly in black or dark blue ink and sign the application.

Last Name		First Name		Middle Initial
<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	Age (if under 18)	Position Applied For:

Have you ever served as an employee or volunteer at LGS Recreation before? No Yes
If yes, in what year? _____ Length of volunteer commitment (minimum-6 months)? _____
Are you volunteering to fulfill a specific requirement, such as School of Education, National Honor Society and/or a class requirement? If yes, what is the nature of the requirement? _____

Permanent Address

Street Address		Apt #	Phone #	Cell #
City	State	Zip Code	E-Mail Address	

Emergency Contact

Name		Relationship		
Street Address		Phone (Home / Cell / Work)		
City	State	Zip Code		

Availability - Please check all days and times you are available to volunteer:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings
<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons
<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings

Interests and Special Skills - Check your skills and areas of interest:

<input type="checkbox"/> Aquatics <input type="checkbox"/> Arts & Crafts <input type="checkbox"/> Carpentry <input type="checkbox"/> Clerical <input type="checkbox"/> Clubhouse (childcare) <input type="checkbox"/> Coaching <input type="checkbox"/> Gardening <input type="checkbox"/> Internet	<input type="checkbox"/> Languages <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Photography	<input type="checkbox"/> Public Relations/Marketing <input type="checkbox"/> Preschool <input type="checkbox"/> Seniors <input type="checkbox"/> Special Events <input type="checkbox"/> Sports <input type="checkbox"/> Zone (teens) <input type="checkbox"/> Other: _____ _____
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PLEASE CHECK YES OR NO. IF ADDITIONAL INFORMATION IS NEEDED TO ANSWER A QUESTION, USE THE SPACE PROVIDED.

	YES	NO		YES	NO
Have you ever been convicted of a felony or a misdemeanor? Do not list any misdemeanor settled in juvenile court. (If yes, explain below.)			Have you ever been convicted of a traffic violation? (If yes, explain below.) NOTE: A conviction will not automatically disqualify you. A false answer or perjury is likely to result in automatic disqualification. Number and nature of convictions, proximity in time, and relationship to job applied for will be considered.		
Have you ever been discharged or forced to resign from any job? (If yes, explain below.)					
EXPLANATION (Attach additional sheets of paper if necessary.)					

Employment Information

Employed

Unemployed

Retired

Present or Previous Employer			Title/Occupation	
Street Address			Date Started	Date Ended
City	State	Zip Code	Work Phone	You may contact me at work. <input type="checkbox"/> Y <input type="checkbox"/> N

Related Experience

EDUCATION/SPECIAL TRAINING

Name of School	Degree/Diploma	Dates	Major Course of Study

WORK/VOLUNTEER EXPERIENCE

Employer/Agency	Position	Dates	Volunteer or Paid

List any further education, training or experience which you believe qualifies you for the position for which you are applying. (List any special certificates, licenses or registrations (CPR, First Aid, etc.)

Character References

Name	Address	Phone	Type of Business	Years Acquainted

REFERENCES AND EDUCATIONAL BACKGROUND CONSENT: "I voluntarily consent to allow LGS Recreation or any of its officers, employees or agents to check and verify my educational background and academic records as well as my references by contacting any person, educational institution, and organization they deem to be an appropriate contact or reference. I further authorize current and/or previous employers listed in this application and/or my resume to give any and all information concerning my current and previous employment to this prospective employer."

I HEREBY CERTIFY that the information on my application, on my resume and in my interviews is complete and true. I understand that LGS Recreation has the right to search desks and work areas and also anything brought onto company premises, including handbags, briefcases, and automobiles. I understand that if selected I will be required to comply with all LGS Recreation rules and regulations. I understand that LGS Recreation rules and regulations may be changed, modified, deleted or added to by LGS Recreation at any time at LGS Recreation's sole option and without any prior notice. I understand that this application will be used to consider me for volunteer opportunities only.

I UNDERSTAND AND AGREE that LGS Recreation volunteers are required to abide by the rules that govern employees. I am willing to follow the LGS Recreation employment rules with the understanding that the rules in no way authorize or establish any paid employment under this application. I understand that failure to abide by the rules may result in dismissal as a volunteer. The importance of confidentiality in conducting LGS Recreation business and activities has been explained to me. I understand that any breach of confidentiality, misrepresentation, or refusal to abide by all of LGS Recreation rules and regulations will be automatic and immediate grounds for my dismissal from the volunteer staff. It is agreed that should my volunteer assignments require it, a background investigation may be necessary and I hereby authorize that background investigation, if deemed necessary by LGS Recreation. The LGS Recreation Volunteer Handbook will be provided to me in written form. I agree to read the rules and regulations in their entirety and to follow those rules and regulations in the course of my volunteer assignments. I have not been offered a paid position with LGS Recreation. My volunteer assignments are intended to assist and supplement the duties of the paid staff. My volunteer assignment does not take the place of or substitute for paid employees of LGS Recreation. I do not expect, nor have I been lead to believe that I am eligible under this volunteer application to become a paid employee of LGS Recreation. I agree that as a LGS Recreation volunteer, the Department has no financial or legal liability for my actions and that financial and legal liability for my actions as a volunteer are solely my responsibility.

SIGNATURE: _____

DATE: _____

AN EQUAL OPPORTUNITY EMPLOYER: LGS Recreation does not discriminate on the basis of sex, race color, religious creed, national origin, ancestry, disability, medical condition or age in its employment practices. This policy of affording equal employment opportunities to all persons is in keeping with provisions of Title VII and Title IX Amendments of the United States Code which protect persons against discrimination.