



## **TOWN OF LAKE PARK VOLUNTEER APPLICATION FORM**

**Please type or print clearly. Do not use pencil.** Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in this application process.

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1. Volunteer's Last Name: \_\_\_\_\_

2. Volunteer's Full First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

3. Volunteer's Home Address: \_\_\_\_\_  
(Do not use a post office box.)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone No. (with area code): \_\_\_\_\_ Cell Phone No. (with area code): \_\_\_\_\_

Email Address: \_\_\_\_\_

4. What is the best way to contact you?  Home Phone  Cell Phone  
 Email  Other : \_\_\_\_\_

5. Social Security Number: \_\_\_\_\_  
(The Town of Lake Park requests your social security number for the purpose of conducting various background checks. Your social security number will be used solely for these purposes.)

Date of Birth: \_\_\_\_\_  
Volunteers for all Town departments must be at least 14 years of age at the time of application.

6. Highest Level of Education (please check one of the following):  
 High School/GED  Associate's Degree  Undergraduate Degree  
 Graduate/Postgraduate Degree  Other

7. Please list all previous volunteer experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Have you ever volunteered for the Town of Lake Park?  Yes  No

If you answered "yes", please provide the following information:

When did you volunteer? \_\_\_\_\_

What was your volunteer position? \_\_\_\_\_

How long were you a Town volunteer? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

9. Please indicate all the days and times you are available to volunteer:  
(The actual schedule may depend on the type of assignment and the season.)

No Preference

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

mornings  mornings  mornings  mornings  mornings  mornings

afternoons  afternoons  afternoons  afternoons  afternoons  afternoons

evenings  evenings  evenings  evenings  evenings  evenings

10. How frequently would you like to serve?

Daily  Weekly  Monthly  Ongoing

9. How many hours per day, week, or month are you available? \_\_\_\_\_

Please indicate below the Town department or program for which you would like to volunteer:

\_\_\_\_\_

10. Have you **EVER** been convicted of a crime other than a minor traffic infraction?

Yes  No

If you answer "yes" to Question #10 above, please provide information as to the court(s), the nature of the offense(s), the disposition of the case(s) and the date(s). Please note that a conviction record will not necessarily be a bar to consideration as a volunteer. The nature of the crime, the time elapsed, and the nature of the volunteer services to be provided will be taken into consideration; however, failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration as a volunteer:

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**The Town of Lake Park does not accept volunteer applications for court-ordered community service.**

By signing this application, I hereby acknowledge my interest in serving as a volunteer for the Town of Lake Park. I hereby certify that all statements in this application are true and complete, and that unless this application is complete in detail, it will not be considered. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration.

All applicants shall be subject to a criminal background check. I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and I consent to have background checks, criminal history checks and any other necessary investigation undertaken to determine my suitability to serve as a volunteer for the Town. I hereby agree that should I be selected as a volunteer for the Town, I will indemnify and hold the Town of Lake Park, its employees, agents, representatives and volunteers harmless from and against any and all claims, demands, lawsuits, settlements, damages, costs and expenses, including attorneys' fees, suffered or incurred by the Town or arising out of or in any way connected to my service as a volunteer.

Further, should I be selected as a volunteer for the Town, I agree to conduct myself professionally, honestly and in a manner that reflects credit upon the Town. I further certify that I will not use my position as a volunteer for personal gain nor will I disclose any information that I learn as a volunteer that may be confidential or not available to the general public.

Applicant Full Name: \_\_\_\_\_  
(please print)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant's Parent or Legal Guardian  
(if applicant is a minor)