



**CITY OF COVINGTON**

Personnel  
16720 SE 271<sup>st</sup> Street, Suite 100  
Covington, WA 98042  
Tele: (253) 638-1110, x2240  
Fax: (253) 638-1122

**VOLUNTEER APPLICATION**

*(To be used for Individual Volunteer positions (excluding Walk-in/One-time Event Volunteers and Commission Member positions)  
Please note that the City's ability to place you as a volunteer is dependent on the availability of assignments that match  
your desired assignment(s), skill(s), and/or availability as noted on Attachment A to this application. Thank you.*

**POSITION**

TYPE OF VOLUNTEER WORK DESIRED (e.g., Office, maintenance): \_\_\_\_\_

**PERSONAL DATA**

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELE.: ( ) \_\_\_\_\_ CELL: ( ) \_\_\_\_\_ WORK\*: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_ \* **MAY WE CONTACT YOU AT WORK? YES / NO**

**SPECIAL SKILLS THAT MAY BE UTILIZED IN YOUR VOLUNTEER DUTY**

*(We ask for this information to make your volunteer experience as meaningful as possible to both you and the City. The City does not  
require that you possess certain skills to be considered, but placement is dependent on how your skills match available volunteer  
opportunities.)*

Business machines (other than computers) you can operate: (circle) **Fax Copier Multi-line phones 10-Key**  
**Postage Machine Calculator Other:** \_\_\_\_\_

Are you experienced in typing meeting minutes from a tape? (circle) **YES / NO**

Do you have Computer Experience? (circle) **YES / NO** If "YES," overall skill level: **Beginner Intermed Advanced**

What computer software are you familiar with? (List with skill level) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other skills/hobbies/special knowledge that may be utilized during the course of your volunteer duty: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER REFERENCES**

Are there any places of employment or volunteerism that we may call as a reference? If so, please list below:

ORGANIZATION NAME \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
**Supervisor Name** \_\_\_\_\_ **Supervisor Phone** \_\_\_\_\_  
Hrs/Wk \_\_\_\_\_  
REASON FOR LEAVING/DESIRE TO LEAVE \_\_\_\_\_  
PRIMARY DUTIES \_\_\_\_\_

ORGANIZATION NAME _____	FROM _____	TO _____
Address _____	City _____	State _____ Zip _____
Supervisor Name _____	Supervisor Phone _____	
Hrs/Wk _____	REASON FOR LEAVING/DESIRE TO LEAVE _____	
PRIMARY DUTIES _____		

*If you do not have two places of employment or volunteerism that you may use as a reference, please list two personal references (who are not relatives) that we may call on:*

NAME _____	Relationship _____
Address _____	City _____ State _____ Zip _____
Phone _____	

NAME _____	Relationship _____
Address _____	City _____ State _____ Zip _____
Phone _____	

**GENERAL**

Do you possess a valid Washington Driver's License? \_\_\_\_\_ *or another state license (name state)?* \_\_\_\_\_  
 If hired, can you provide proof of U.S. citizenship, visa or alien registration #? \_\_\_\_\_  
 List any relatives employed by the City and their relationship \_\_\_\_\_

The City of Covington considers a volunteer's conviction record as it relates to their assigned duties, as entitled under the law. A conviction record will not disqualify you for volunteerism, unless such record would reasonably affect your fitness for the volunteer position for which you have applied. The City will perform background checks with the Washington State Patrol on all applicants for volunteer positions other than Walk-in/One-time Event Volunteers that perform for a short-term duration under City staff supervision.

***The following questions MUST be answered by all applicants, in order for this application to be considered complete:***

Have you been convicted of a felony, or released from prison in the last ten (10) years? Yes\_\_\_ No\_\_\_  
*If yes, please explain:* \_\_\_\_\_

Have you been convicted of a misdemeanor other than a traffic offense within the last three (3) years? Yes\_\_\_ No\_\_\_  
*If yes, please explain:* \_\_\_\_\_

*"I certify that all statements in this application are true and correct to the best of my knowledge. I understand that falsification of information on this application may be cause for elimination from the volunteer selection process and dismissal from volunteerism, if participation has already begun. Additionally, I authorize the City of Covington to solicit information regarding my character, general reputation, previous volunteerism or employment, work-related skills, and similar background information, and to contact former employers or agencies I have volunteered at, unless specified to the contrary. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages, for any reason, arising out of the furnishing of such information. Consent is granted for the City of Covington to furnish this information to third parties in the course of fulfilling its official responsibilities. For this purpose, a copy of this signed authorization is as effective as the original."*

\_\_\_\_\_  
 VOLUNTEER SIGNATURE

\_\_\_\_\_  
 DATE