

CITY OF VALLEJO



VOLUNTEER DUTIES MAY INCLUDE BUT NOT LIMITED TO:

- Site Field Inspections/Re-inspections (Taking Pictures, Preparing Courtesy Notices, Etc...)
- Clerical Duties Which May Include But Are Not Limited To: Answering Phones, Typing And Word Processing Filing, Record Keeping, Data Entry, Data Base Management
- Community Outreach/Education
- Log Note Preparation
- Equipment Storage And Maintenance
- Fundraising
- Volunteer Activity Coordination
- Monitoring Vacant Buildings
- Special Projects



LEND A HAND COMMUNITY VOLUNTEER PROGRAM

**THANK YOU FOR CONSIDERING
ASSISTING THE CITY OF VALLEJO
IN MAKING YOUR COMMUNITY
A GREAT PLACE TO LIVE,
WORK AND PLAY!**



LEND A HAND COMMITTEE

HERMIE SUNGA, COUNCILMEMBER

DEBORA BOUTTÉ, HR DIRECTOR

LIVIANNE MANGUERA, HR SPECIALIST

DOUG DARLING, RETIRED CITY OF VALLEJO HR STAFF



**Working Together to Provide
A Great Community to Live,
Work and Play In**

FOR CITY OF VALLEJO

LEND A HAND OPPORTUNITIES

Human Resources Dept
555 Santa Clara Street
Vallejo, CA 94590

Web: www.ci.vallejo.ca.us
Phone: 707-648-4398
Fax: 707-648-5292

CITY OF VALLEJO
LEND A HAND
COMMUNITY VOLUNTEER PROGRAM
 HUMAN RESOURCES DEPARTMENT
 555 Santa Clara Street
 Vallejo, CA 94590
VOLUNTEER APPLICATION



(Must Be At Least 16 Years Of Age To Apply)

Have You Ever Been Convicted Of A Crime?

Yes _____ No _____

If yes, please list (1) date, (2) the charge of offense, (3) the City and state, (4) the court, and (5) the action taken.
 PLEASE NOTE: Conviction of a crime is not necessarily a bar to becoming a volunteer. Each case is considered separately based on job requirements.

Why Do You Want To Become A Community Volunteer?

(Example: Gain New Or Improve Old Skills, Meet New People, School Credit)

Areas of Interest: Check All That Apply

- | | | | |
|-------------------------------------|--------------------------|---------------------------------|--------------------------|
| Adopt A Block Program | <input type="checkbox"/> | Clerical Duties: | <input type="checkbox"/> |
| Community Outreach/Education | <input type="checkbox"/> | Data Base Management | <input type="checkbox"/> |
| Equipment Storage and Maintenance | <input type="checkbox"/> | Data Entry | <input type="checkbox"/> |
| Fundraising | <input type="checkbox"/> | Filing | <input type="checkbox"/> |
| Graffiti Removal Activities* | <input type="checkbox"/> | Typing | <input type="checkbox"/> |
| Graffiti Removal Training* | <input type="checkbox"/> | Word Processing | <input type="checkbox"/> |
| Log Note Preparation | <input type="checkbox"/> | Answering Phones | <input type="checkbox"/> |
| Monitoring Vacant Buildings | <input type="checkbox"/> | Record Keeping | <input type="checkbox"/> |
| Site Field Inspections/Reinspection | <input type="checkbox"/> | Volunteer Activity Coordination | <input type="checkbox"/> |
- (Taking Pictures, Preparing Courtesy Notes, Etc.)

*** PLEASE REVIEW THE ANTI-GRAFFITI VOLUNTEER BROCHURE AND COMPLETE THE ANTI-GRAFFITI SERVICE AGREEMENT.**

List Below Days And Times That You Are Available To Volunteer:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Community Service Hours Assigned By The Court: Yes _____ No _____ **If Yes Number Of Hours:** _____

I hereby certify that all statements made in this application are true, and I authorize the investigation of all matters contained in the application. I acknowledge that any false statements or misrepresentations on this application will be cause for refusal of placement or immediate dismissal at any time during my placement. I am aware that fingerprinting will be required before placement. I know of no physical limitations which would preclude my accepting a volunteer position. I understand this is a non-paid position with no promise, expressed or implied, of consideration for future employment.

Signature of Applicant

Date

Signature of parent or guardian if volunteer is a minor

Date

Phone: 707-648-4398

Fax: 707-648-5292