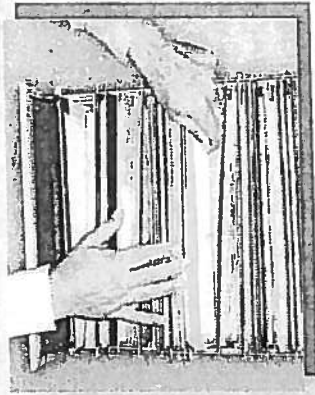


CITY OF VALLEJO

LEND A HAND COMMUNITY VOLUNTEER PROGRAM



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



**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

LIVienne MANGUERA, HR SPECIALIST

DOUG DARLING, RETIRED CITY OF VALLEJO HR STAFF

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: 707-648-4358
Fax: 707-648-5252

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





PURPOSE

The City of Vallejo is looking for dedicated citizen volunteers who will lend a hand to work with City staff in performing various activities that will enhance the provision of services to the citizens of Vallejo, improve the City's image and promote community pride.



PROGRAM REQUIREMENTS

Volunteers are non-paid positions. You will be required to volunteer a minimum of 10 hours a month (including training unless volunteering for a one-time event). You must be at least 16 years of age. (Under age 18 parent/guardian permission is required). All volunteers will receive an introduction to the volunteer program and an orientation regarding the responsibilities of a volunteer. Training for the various positions will be provided. There may also be required volunteer meetings.



LEND A HAND

City of Vallejo services will be enhanced and expanded by utilizing your talents and skills. By sharing your expertise, enthusiasm and energy and time you can:

- ① Feel a sense of accomplishment!
 - ② Expand existing skills/develop new ones!
 - ③ Gain new/additional experience!
 - ④ Add references to your resume!
 - ⑤ Have fun and meet new people!
 - ⑥ Make a difference in your community!
- "Lend A Hand"!**



RECRUITMENT PROCESS

Complete a Volunteer Application. Applications will be reviewed regularly and accepted on an ongoing basis. If selected after the initial review and oral interview, fingerprinting, background check and physical may be required for certain positions. Completion of a Service Agreement and Waiver shall be completed prior to placement. (Applications may be disqualified for a felony criminal record).



**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)



NAME: _____ M _____ F _____
(Please print) Last First Middle

ADDRESS: _____
Number Street City Zip Code

PREVIOUS ADDRESS: (If less than 5 years at current address)

Number Street City Zip Code

PHONE: _____
Home Cell Message

Do You Have A Valid California Driver's license? ___ Yes ___ No If yes, please give DL# _____

Education: (Please circle highest year completed)

High School 9 10 11 12

College 1 2 3 4

Name and Location of College or University: _____

Special Training, Licenses, Professional Registration and Skills:

Hobbies and Special Interests:

Fluent Language: (other than English): Language _____ Read: Y ___ N ___ Write: Y ___ N ___

EMPLOYMENT/VOLUNTEER HISTORY FOR THE LAST 5 YEARS (LIST MOST RECENT/CURRENT FIRST):

From (Date)	To (Date)	Name of Employer	Location	Supervisor	Phone #
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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