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## To Apply for the Volunteer Program

You can obtain application by contacting Human Resources at: (530)822-4610 or in person at:

City Hall

1201 Civic Center Blvd.

Yuba City, CA 95993

Please return your completed application to the department in which you would like to volunteer.

### The City of Yuba City Mission Statement

To anticipate and provide for the needs of the Community through quality service, innovation and leadership now and in the future

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**YUBA CITY**, the count seat of Sutter County, is located in California's Northern Sacramento Valley with a current population of nearly 61,000. The city currently provides all municipal services to residents. It is a dynamic community with a small-town family oriented identity.

The city government enjoys the well earned reputation being a leader within the surrounding communities, its citizen volunteers make important contributions to both the city government and the community. As the city continues to grow, the commitment to citizen participation helps keep city government responsive and approachable in the small town tradition. The partnership between volunteers and city government is on Yuba City's major assets.

### City of Yuba City

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Yuba City, CA 95993

Phone: (530)822-4610  
Fax: (530)822-4805

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## City of Yuba City Volunteer Program



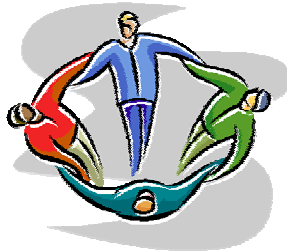
*The Key to Success...*

**The City of Yuba City and it's  
Citizens working together**

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# Have time and talent to share?

The City of Yuba City is committed to Community Participation in the enhancement and expansion of city services. The City is dependent on its staff and the invaluable support of its Volunteers. Being a Volunteer encourages civic pride and provides a person sense of satisfaction. By providing quality service to The City of Yuba City, both the community and its volunteers benefit in the following ways.



*The City and its citizens working together*

- Volunteers Strengthen their skills and their talents benefit the community.
- Volunteers are personally enriched and meet others who share their desire to better the community.
- Volunteer are placed according the their skills and interests.

**Interested in working with the Police Department? How about coaching sports? Or working with the Senior Center? If you are interested in volunteering but are not sure what opportunities are available please contact us at (530) 822-4609 for assistance.**

## **Some of the Volunteer Opportunities available in the city:**

- **Office Work**
- **Recreational Activities**
- **Coaching Sports**
- **Senior Center**
- **Landscape Maintenance**
- **Marketing/Public Relations**
- **Computer Related Activities**
- **Special Events**

## **Who Can Volunteer?**

- People of all ages and backgrounds
- Men and Women
- Retirees
- People in career transition
- Parents
- Grandparents
- Teenage Children
- Disabled
- Professional & Technical Experts
- People who want to improve their community





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**Section I: Required Information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address City, State, Zip Code

\_\_\_\_\_  
Home Phone Work Phone Email

\_\_\_\_\_  
Social Security Number California Driver's License Number

**Please provide an emergency contact:**

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Phone Relationship

Have you ever been convicted of a crime?  Yes  No

If yes, please specify the court, place/date of conviction, and the penalty. A finger print check may be made. A YES answer will not automatically disqualify you. NOTE: Public Safety positions require additional information during the course of standard background checks.

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

**Do you speak, read or write another language?**  Yes  No

Language: \_\_\_\_\_  Speak  Read  Write

List all relevant training, education, experience you have that pertains to the volunteer opportunity for which you are applying.

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

List any formal training you have received in coaching and/or first aid/CPR:

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



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**Section II: Optional Information**

This portion of the form is optional, but in order for the City to find a volunteer position which meets both your wish to volunteer and the City's volunteer requirements, we would like to have information about you, the skills you have, the time you are available and the type of volunteer work which interest you. Those still in High School are required to provide a work permit.

Special Training, Licenses or Certificates \_\_\_\_\_

**Status:** Check as many as apply:

- Employed:    Full-time    Part-time    Retired    Temporarily Unemployed    Looking for Work  
 Student:    Full-time    Part-time    Homemaker

If employed please provide employer's name, address and phone number.

If in School, please provide name of school and current grade

**Skills or talents which you have and would like to volunteer:**

**Office Work**

- data entry
- filing
- mass mailing
- multi-phone lines
- taking surveys
- photocopying
- receptionist
- faxing
- accounting
- typing

**Maintenance**

- carpentry
- gardening
- swimming pool
- equipment, specify

**Artistic Skills**

- calligraphy
- theater
- graphic arts
- photography
- videography

**Landscape**

- grounds maintenance
- planting flowers/shrubs

**Computer**

- teaching
- trouble shooting
- using software

**Teaching or Training**

subject or topic

**Sports/Recreational Activities**

- sports coach
- youth sport coach specify
- sports official
- other, please specify

**Police**

- volunteers in policing\*
  - cadets\*
- \*special requirements*

**Days and hours you are available for volunteer activities:**

Reason for wanting to volunteer:

CITY OF YUBA CITY



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**Volunteer Experience (previous or current):**

Organization: \_\_\_\_\_ Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization: \_\_\_\_\_ Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please provide two references of persons who are not related to you. References may be personal or business.**

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Phone Company Relationship

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Phone Company Relationship



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**Section III: Signature Required**

If you volunteer for an assignment which require you to operate a vehicle, you will be asked to provide a copy of your valid Driver's License, the name of your Automobile Insurance Carrier, and a copy of your current DMV record. You will be reimbursed for the cost to the DVM printout.

I authorize the City of Yuba City to obtain information from my prior and current employers, except any information regarding a disability or medical condition as prohibited by law. Information that may be obtained includes, but is not limited to: performance, attendance, personal history, I achievement, and disciplinary information. I direct prior and current employers to release such information at the request of a representative of the City of Yuba City, regardless of any prior agreement I may have had with such prior or current employers. I release the City of Yuba City and any outside individual or organization, including records custodians, from all liability for damages that bay result from compliance or attempted compliance with this authorization. Copies of background information obtained will only be provided to applicants as required by law. Public safety applicants as required by law. Public safety applicants agree to submit to a more comprehensive background check as required by law and will be asked to execute an additional release.

I hereby certify that all statements made on this application and any attachments are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statements may result in my disqualification from consideration as a volunteer for the City.

I have read, understand and agree to the information and terms above.

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

Signature of Parent/Guardian (if applicant is a minor): \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY:

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

Reference Check  Referrals  Fingerprints

Placed with \_\_\_\_\_ Department

T-Shirt size: S  M  L  XL

Left the Volunteer Program \_\_\_\_\_

**VOLUNTEER'S ACKNOWLEDGEMENT**

I, \_\_\_\_\_, hereby state and agree as follows:

1. I am a volunteer, donating my time, services and energies to the City of Yuba City.
2. I understand and acknowledge I will receive no salary, remuneration or benefits extended to the employees of the City.
3. I hereby release the City of Yuba City, its officers, agents and employees from any and all liability, claims, cause of action or actions, arising out of or occasioned by bodily injuries or property damages sustained by me as a result of my volunteer services to the City of Yuba City, and agree to indemnify and hold harmless the City of Yuba City from any such liability, claim, cause of action or actions.
4. I further state that I have carefully read the foregoing release and indemnity agreement and know the contents thereof, and sign this instrument of my own free act.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature  
(Must be signed if Volunteer is under 18 years of age)

\_\_\_\_\_  
Date