



# Volunteer Tyler Application

## New Adult Volunteer Package

Dear Applicant,

Thank you for your interest in becoming a volunteer for the City of Tyler. We welcome your efforts to actively participate in your municipal government by lending your time and talents as a volunteer for the city.

Please take a moment to review the process to become a volunteer:

- Complete the attached application and Criminal History Verification form.
- Applicants are screened including a background check and a reference check.
- Attend a volunteer orientation to learn more about Volunteer Tyler and so we can get to know you better.
- The Volunteer Coordinator will then place you in a position of your interest within a City Department or for a special event.

Please return all documents to the Volunteer Coordinator in the Human Resources Department at City Hall. We look forward to working with you!

Thank you,

Volunteer Tyler  
212 N. Bonner  
Tyler, TX 75702  
Phone: (903) 531-1100  
Fax: (903) 531-1248  
[volunteert Tyler@tylertexas.com](mailto:volunteert Tyler@tylertexas.com)  
[www.volunteert Tyler.com](http://www.volunteert Tyler.com)





# City of Tyler: Adult Volunteer Application

212 North Bonner Avenue, Tyler, TX 75702  
(903) 531-1100

Thank you for your interest in volunteering with the City of Tyler. Please complete the application below.

<b>Name:</b>	<b>Application Date:</b>
<b>Address:</b>	
<b>City :</b>	<b>Zip:</b>
<b>Home Phone:</b> (    )	<b>Cell Phone:</b> (    )
<b>Email:</b>	
<b>Date of Birth:</b>	<b>Driver License Number/ State ID:</b>
<b>Issuing State:</b>	

<b>Emergency Contact:</b>	<b>Relationship:</b>
<b>Phone:</b> (    )	<b>Cell:</b> (    )

<b>Please List two (2) references other than Family Members:</b>	
<b>Name:</b>	<b>Phone:</b> (    )
<b>Position:</b>	<b>Company/ Organization:</b>
<b>Name:</b>	<b>Phone:</b> (    )
<b>Position:</b>	<b>Company/ Organization:</b>

### Letter of Understanding and Hold Harmless Agreement

I understand that I am not an employee of the City of Tyler. I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits other than set out below. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the City of Tyler and observe employees of the City of Tyler perform their duties. I understand that my status as a volunteer may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Tyler harmless in the event of accident or injury involving my volunteer service. I agree to indemnify the City of Tyler and its agents and employees from any and all claims, damages, losses, and expenses arising out of the above described observations, volunteer work, and related activities, which is for bodily injury, illness or death, or property loss of use.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**



# Volunteer Preferences

Please check all boxes below which you are interested in:

<input type="checkbox"/> <b>Airport</b> ex. Tour Guide, Filing	<input type="checkbox"/> <b>Human Resources</b> ex. Receptionist, Filing	<input type="checkbox"/> <b>Planning</b> ex. Special Projects, Front Desk
<input type="checkbox"/> <b>City Hall</b> ex. Receptionist, Filing	<input type="checkbox"/> <b>Legal Services</b> ex. Filing, Data Entry	<input type="checkbox"/> <b>Police Department</b> ex. Data Management, Parking Enforcement
<input type="checkbox"/> <b>Communications</b> ex. Photography, Filming ,Documentation	<input type="checkbox"/> <b>Liberty Hall</b> ex. Special Events, Hospitality Liaison	<input type="checkbox"/> <b>Transit</b> ex. Answering Phones, Route Assistance
<input type="checkbox"/> <b>Gallery Main Street</b> ex. Art Gallery Opening	<input type="checkbox"/> <b>Municipal Court</b> ex. Data Entry, Processing Paperwork	<input type="checkbox"/> <b>Tyler Public Library</b> ex. Shelf Reading, Book Buddies
<input type="checkbox"/> <b>GIS</b> ex. Data Management, Mapping	<input type="checkbox"/> <b>Neighborhood Services</b> Ex. Answering Phones, Filing	<input type="checkbox"/> <b>Vehicle Services</b> ex. Driver, Parts Runner, Inventory
<input type="checkbox"/> <b>Information Technology</b> ex. Installing computers, Answering Phones, and Helpdesk	<input type="checkbox"/> <b>Parks &amp; Recreation</b> ex. Rose Garden, Rec Centers, Goodman Museum	<input type="checkbox"/> <b>Other</b> ex. Special Events, Administrative/Clerical, Outreach Services, , Labor & Maintenance, etc

**Why are you interested in volunteering for the City of Tyler?**

<p style="text-align: center;"><b>Availability</b></p> <p>Days:</p> <p>Times:</p>	<p style="text-align: center;"><b>Past/current volunteer or work experience</b></p>	<p style="text-align: center;"><b>How did you hear about Volunteer Tyler?</b></p>
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**The City of Tyler reserves the right to decline any applicant for a volunteer position with the City of Tyler who has:**

- Been convicted of a felony.
- Committed an unlawful sexual act.
- Committed any other violation of the law.
- Any other conduct or pattern of conduct that would tend to disrupt, diminish or otherwise jeopardize public trust in the offices of the City of Tyler.

Note: The City will review all applications fairly and honestly and any commission of the listed behavior does not mean the applicant will be automatically disqualified. However, we will conduct a criminal background check in conjunction with your volunteer application; the consent form for the background check is attached. Once you are approved to volunteer with the City, you will be required to attend a brief orientation session before you can begin volunteering.

**The City of Tyler shall not discriminate against any applicant for because of age, sex, marital status, national origin, religion, race or handicap or other protected groups under federal, state, or local law. The City of Tyler supports a policy of a drug and alcohol free workplace.**

I have read and understand the above.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Volunteer Services Coordinator**

\_\_\_\_\_  
**Date**

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____	NO _____ initial
Purpose of CCH: _____	
Hire _____	Not Hired _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	

