



**Thank you for considering volunteering at Park City Municipal Corporation.**

There are several volunteer opportunities at PCMC. Some volunteer positions are available for special events, some are offered seasonally and other volunteer positions are best suited for year round commitment. Volunteers may also be needed in the event of citywide emergency situations.

The following volunteer application is comprised of 3 sections: the Volunteer Application as well as the Acknowledgement must be completed by all who request volunteer opportunities. Applicants who are interested in assisting in emergency situations are asked a few more questions than other volunteers. The purpose is to best match volunteer's knowledge and skills with available tasks. The addendum questionnaire (for volunteering in the event of emergency situations) is voluntary; there is no obligation to answer any of these questions.

Volunteer applications may be forwarded by mail, fax or email. All information provided is confidential. Volunteer applications will be kept on file for 3 years for future consideration.

Please do not hesitate to contact us if you have any questions.

**Park City Municipal Corporation**  
Human Resources Department  
P.O. Box 1480, UT 84060

Phone: 435-615-5246  
Fax: 435-615-4902  
Email: [volunteers@parkcity.org](mailto:volunteers@parkcity.org)



# Volunteer Application

Park City Municipal Corporation, Human Resources Department  
P.O. Box 1480, UT 84060 435-615-5246 (phone) 435-615-4902 (fax) volunteers@parkcity.org

## VOLUNTEER APPLICANT INFORMATION

Last name		First name	MI
Address			
City		ST	Zip Code
Home phone	Cell phone	Work phone	
Email address			
<b>Emergency contact information</b>			
Last name		First name	
Home phone	Cell phone	Work phone	

## QUESTIONNAIRE

Are you under the age of 18?  Yes  No If yes, how old are you? \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

Have you ever been employed at Park City Municipal Corporation?  Yes  No

If yes, in what capacity? \_\_\_\_\_

Have you been convicted of any violation of the law (other than traffic violations)?  Yes  No  
(If yes, please explain on a separate page)

What type of volunteering are you interested in doing? (some areas may require a supplemental application)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What days are you available?  Mon  Tue  Wed  Thu  Fri  Sat  Sun

What times are you available?  Mornings  Afternoons  Evenings

How many hours per week can you volunteer? \_\_\_\_\_

Some volunteer positions require long-term commitment of three to six months or more. Are you willing to make a long term commitment to volunteering?  Yes  No

How did you become aware of the City's volunteer program? \_\_\_\_\_

What are some of your skills, abilities, hobbies or special interests?

\_\_\_\_\_

List any languages you speak or write fluently other than English: \_\_\_\_\_

List any relatives of yours who are currently employed by Park City Municipal Corporation:

\_\_\_\_\_

## CITY USE ONLY

FOR VOLUNTEER POSITION & DURATION: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
*Supervisor or Manager Approval* *Date*

APPROVED BY: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
*HR Manager Signature* *Date*



# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all PCMC equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a volunteer, I understand that:

- I give Park City Municipal permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by Park City Municipal.
- Park City Municipal is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operating tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to Park City Municipal without anticipation of compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of any injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of Park City Municipal Corporation.
- I am not an employee of Park City Municipal Corporation.
- Park City Municipal reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them. If you are under the age of 18, your parent or guardian must also review these items and sign below.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Applicant Name (print)*                      *Applicant Signature*                      *Date*

I, \_\_\_\_\_, am the parent or legal guardian of the applicant, and I agree to allow him/her to be bound by the conditions represented above.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Guardian Name (print)*                      *Signature*                      *Date*



# Addendum - *Optional Form* Volunteer Application for Emergency Situations

Park City Municipal Corporation, Human Resources Department  
P.O. Box 1480, UT 84060 435.615.5720 (phone) 435.615.4902 (fax) volunteers@parkcity.org

Volunteer applicants who are interested in assisting in emergency situations are asked a few more questions than other volunteers. The purpose is to best match volunteer's knowledge and skills with available tasks. This questionnaire is voluntary; there is no obligation to answer any of these questions.

### ADDITIONAL QUESTIONS

- What is your current or past occupation: \_\_\_\_\_
- In general, are you willing and able to perform manual labor tasks that would require physical movement and ability?  Yes  No
- In general, are you willing and able to perform tasks that would require you to work with the general public who may be experiencing emotionally difficult circumstances?  Yes  No
- Do you have a Utah Commercial Driver's License?  Yes  No
- Please indicate any skills that you possess and add any pertinent comments:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accountant                | <input type="checkbox"/> Data entry                | <input type="checkbox"/> Merchant                |
| <input type="checkbox"/> Animal handler            | <input type="checkbox"/> Daycare                   | <input type="checkbox"/> Painter                 |
| <input type="checkbox"/> Appliance repairer        | <input type="checkbox"/> Electrician               | <input type="checkbox"/> Photographer            |
| <input type="checkbox"/> Backhoe operator          | <input type="checkbox"/> Engineering               | <input type="checkbox"/> Plasterer               |
| <input type="checkbox"/> Bricklayer                | <input type="checkbox"/> Excavator operator        | <input type="checkbox"/> Plumber                 |
| <input type="checkbox"/> Builder                   | <input type="checkbox"/> Fire service              | <input type="checkbox"/> Power saw operator      |
| <input type="checkbox"/> Cabinet maker             | <input type="checkbox"/> Front end loader operator | <input type="checkbox"/> Printer                 |
| <input type="checkbox"/> Carpenter / joiner        | <input type="checkbox"/> Grader operator           | <input type="checkbox"/> Search and Rescue       |
| <input type="checkbox"/> Chemist                   | <input type="checkbox"/> Handy person              | <input type="checkbox"/> Ski Patrol              |
| <input type="checkbox"/> Commercial driver         | <input type="checkbox"/> Heavy equipment operator  | <input type="checkbox"/> Small engine repairer   |
| <input type="checkbox"/> Communications Specialist | <input type="checkbox"/> Landscaper                | <input type="checkbox"/> Snowplow operator       |
| <input type="checkbox"/> Compressor operator       | <input type="checkbox"/> Law enforcement           | <input type="checkbox"/> Snow cat operator       |
| <input type="checkbox"/> Computer hardware         | <input type="checkbox"/> Lift mechanic operator    | <input type="checkbox"/> Street sweeper operator |
| <input type="checkbox"/> Computer software         | <input type="checkbox"/> Management                | <input type="checkbox"/> Teacher                 |
| <input type="checkbox"/> Concrete buster           | <input type="checkbox"/> Mechanic (auto, truck)    | <input type="checkbox"/> Welder                  |
| <input type="checkbox"/> Construction worker       | <input type="checkbox"/> Mechanic (general)        | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Cook                      | <input type="checkbox"/> Medical background        | <input type="checkbox"/> _____                   |

Comments:

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_