

**BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS  
PARKS AND RECREATION DIVISION**

**VOLUNTEER APPLICATION PACKET**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(PLEASE PRINT CLEARLY) (Last) (First) (Middle)

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CONTACT IN CASE OF EMERGENCY:

\_\_\_\_\_  
(name) (relationship) (home phone) (work phone)

EDUCATION: \_\_\_\_\_ SKILLS: \_\_\_\_\_

LANGUAGES SPOKEN AND WRITTEN: \_\_\_\_\_

SCHOOL REQUIRED VOLUNTEER HOURS? IF YES, HOW MANY? \_\_\_\_\_ NO \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_

INTERESTS: Adults \_\_\_\_\_ Teens \_\_\_\_\_ Children \_\_\_\_\_ Seniors \_\_\_\_\_ Disabled \_\_\_\_\_  
Office/Clerical \_\_\_\_\_ Technical \_\_\_\_\_ Other \_\_\_\_\_

**NOTE: EFFECTIVE OCTOBER 1, 2000 A CRIMINAL BACKGROUND CHECK IS REQUIRED SINCE YOUR 18<sup>TH</sup> BIRTHDAY, HAVE YOU BEEN CONVICTED OF ANY VIOLATION OF THE LAW, OTHER THAN MINOR TRAFFIC OFFENSES, OR PLED NOLO CONTENDERE (NO CONTEST) TO CRIMINAL CHARGES, EVEN IF ADJUDICATION WAS WITHHELD?**

YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, PLEASE GIVE:

NAME OF OFFENSE \_\_\_\_\_  MISDEMEANOR  FELONY (check one)

NAME OF AND LOCATION OF COURT \_\_\_\_\_

DISPOSITION OF CASE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE: A CONVICTION DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM PARTICIPATING AS A VOLUNTEER WITH THE COUNTY. THE NATURE OF THE OFFENSE, HOW LONG AGO IT OCCURRED, RELATIONSHIP TO THIS VOLUNTEER OPPORTUNITY, ETC., ARE GIVEN CONSIDERATION.**

THE ABOVE INFORMATION IS ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*  
FOR DIVISION USE (MUST BE COMPLETED BY SITE) DATE \_\_\_\_\_

WORK LOCATION \_\_\_\_\_ SITE COORDINATOR \_\_\_\_\_  
ARE REQUEST FOR CRIMINAL BACKGROUND INFORMATION FORM AND PHOTO ID ATTACHED? YES \_\_\_\_\_  
TEEN VOLUNTEER? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, IS PARENTAL CONSENT FORM ATTACHED? YES \_\_\_\_\_

**PLEASE FORWARD ORIGINAL SIGNED APPLICATION AND ANY AGREEMENT OR CONSENT FORMS TO:  
VOLUNTEER/COMMUNITY SERVICE WORKER COORDINATOR  
PARKS AND RECREATION DIVISION, 950 N.W. 38<sup>TH</sup> STREET, OAKLAND PARK, FL 33309**

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**VOLUNTEER PARENTAL PERMISSION FORM**

(Required for volunteers under age 18)

STUDENT'S NAME \_\_\_\_\_  
(PLEASE PRINT CLEARLY) (Last) (First) (Middle)

SOCIAL SECURITY NUMBER \_\_\_\_\_ - - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF PARENT/LEGAL GUARDIAN \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

EMERGENCY CONTACT PERSON & RELATIONSHIP \_\_\_\_\_

EMERGENCY CONTACT NUMBER \_\_\_\_\_

VOLUNTEER ASSIGNMENT AND LOCATION \_\_\_\_\_

DAYS AND HOURS OF VOLUNTEER ASSIGNMENT \_\_\_\_\_

METHOD OF TRANSPORTATION \_\_\_\_\_

My son/daughter/ward has my permission to participate in the volunteer program at the following location of the Broward County Parks and Recreation Division \_\_\_\_\_.

I am aware of my child's schedule, possible volunteer job duties, and expected rules of behavior, and am in accordance with them. My son/daughter/ward has my permission to sign the Request for Criminal Background Information form, which authorizes Broward County to conduct the required criminal background screening.

\_\_\_\_\_  
SIGNATURE OF PARENT/LEGAL GUARDIAN

\_\_\_\_\_  
DATE

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**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION FORM**

The following is requested on a voluntary basis. We need the information in order to evaluate the effectiveness of our Equal Opportunity Action Plan. Information provided will be used solely for the purposes of research and analysis and will not aid or hinder your chances of being selected.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SEX: \_\_\_\_\_ FEMALE \_\_\_\_\_ MALE

**RACE/ETHNIC CATEGORIES (check one)**

\_\_\_\_\_ **WHITE (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

\_\_\_\_\_ **BLACK (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.

\_\_\_\_\_ **HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

\_\_\_\_\_ **ASIAN OR PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, The Philippine Islands and Samoa.

\_\_\_\_\_ **AMERICAN INDIAN OR ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**IF YOU WILL REQUIRE ACCOMMODATION TO ANY VOLUNTEER DUTIES OF THIS POSITION DUE TO FUNCTIONAL LIMITATIONS PLEASE COMPLETE EXPLANATION OF ACCOMMODATION INFORMATION BELOW. THIS INFORMATION IS VOLUNTARY AND KEPT CONFIDENTIAL.**

( ) I prefer not to divulge this information. \_\_\_\_\_  
VOLUNTEER'S SIGNATURE                      DATE

Explanation of accommodation required: \_\_\_\_\_

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

**FOR DIVISION USE ONLY:**

**PARKS & RECREATION DIVISION WORK LOCATION** \_\_\_\_\_

**SITE COORDINATOR'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**VOLUNTEER STANDARDS OF CONDUCT**

All County volunteers must abide by the policies which govern the conduct for employees in the following areas: a) Conflict of Interest; b) Accepting or Soliciting Gifts; c) Code of Ethics, d) Non-discrimination.

**1. STANDARDS OF CONDUCT**

County volunteers are personally and professionally obligated to serve the public with honesty and integrity. It is essential that County volunteers maintain the trust of the public, the County Commission, and co-workers as the many thousands of decisions which go into the operations of County programs are made. Specific policies to guide decisions and conduct when a potential conflict of interest is present are presented below.

**A. CONFLICT OF INTEREST**

Avoiding the appearance or reality of a conflict of interest forms the basis for the County's ethics policies. Public employment (including volunteering) is not to be used for unauthorized personal gain. Any conflict between personal interests and official responsibility is to be resolved by consciously avoiding possible conflicts or disclosing the basis of a conflict or possible conflict to a supervisor so that, if necessary, decisions can be reviewed or made by others.

It is not possible to list every possible situation which might arise, but the general guideline is to act on the conservative side of decision-making, applying the 'prudent observer' test.

Would a prudent outside observer think that a volunteer was influenced in official actions by some offer or expectation of personal gain?

Would a situation embarrass or reflect poorly on the volunteer or the County if it became publicly known?

If the answer is likely to be 'yes' or even 'possibly', the decision should be made to avoid the issue of conflict of interest from arising. Disclosure of the situation to a supervisor is often the best approach.

**B. ACCEPTING OR SOLICITING GIFTS**

Basic County policy is that volunteers are not to accept or solicit gifts. A 'gift' is a thing of value to the recipient and can include such items as a cash payment, loan, gratuity, honoraria, service, favor, or promise of future employment. A gift received by a member of the volunteer's immediate family would also fall into this category. Offered gifts are to be politely and respectfully declined. In some circumstances, it may not be possible to return a gift without causing embarrassment, or the gift may be a consumable item which can not be returned easily. In such cases, the volunteer should rely on sound conservative judgment and consultation with his/her supervisor.

The basic policy that volunteers are not to accept or solicit gifts is not meant to apply when:

1. A gift is of nominal value of \$5.00 or less.
2. A gift is given or exchanged by employees/volunteers on occasions such as birthdays, retirement, marriage, service anniversaries, etc.
3. A professional or public award is given, reflecting positive performance or community service.
4. A gift is exchanged or given by a relative where a family relationship, rather than business relationship is involved.
5. Food is consumed at a public, professional, or community reception.
6. Trade discounts or inducements are offered to the general public or to private groups such as professional, religious, or service organizations that are not limited in membership only to County employees/volunteers.

**C. CODE OF ETHICS**

Central to the standard of ethical conduct is the Board of County Commissioners' policy that no officer, employee or volunteer shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction, or professional activity or incur any obligation of any nature which is in conflict with the discharge of his/her duties in the public interest. Since the confidence of the citizenry is the very foundation for effective Government, even an unfounded appearance of unethical conduct by a public employee/volunteer can significantly impair the capability of Government.

**D. NONDISCRIMINATION**

It is the policy of Broward County Government that all employees and volunteers should be able to enjoy a work environment free from all such forms of discrimination, including sexual harassment. No employee or volunteer - whether male or female - should be subjected to unsolicited and unwelcome sexual overtures or conduct, whether verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with our work effectiveness. Such conduct, whether committed by supervisors or non-supervisory personnel or volunteers, is specifically prohibited.

I have read and understand that as a volunteer I must abide by the STANDARDS OF CONDUCT, including the CONFLICT OF INTEREST statement, the ACCEPTING OR SOLICITING GIFTS statement, the CODE OF ETHICS statement, and the NONDISCRIMINATION statement.

\_\_\_\_\_  
VOLUNTEER SIGNATURE                      SIGNATURE OF PARENT/LEGAL GUARDIAN (If volunteer under age 18)                      DATE

Witnessed by:

\_\_\_\_\_  
SITE COORDINATOR SIGNATURE                      SITE COORDINATOR NAME (PLEASE PRINT CLEARLY)                      DATE

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**ACKNOWLEDGMENT STATEMENT OF VOLUNTEER'S RESPONSIBILITIES**

**NOTICE:** THIS FORM CONTAINS A RELEASE, INDEMNITY AND WAIVER OF LIABILITY IN FAVOR OF BROWARD COUNTY. WHEN SIGNED, THIS FORM IS A CONTRACT WITH LEGAL CONSEQUENCES. PLEASE READ IT CAREFULLY BEFORE SIGNING.

I am a registered volunteer for Broward County. I have read and understand the above description of my responsibilities as a volunteer and agree to remain within the scope of those responsibilities while volunteering with the Parks and Recreation Division of Broward County. I have no known health problems that would hinder or be aggravated by my participation in this program. **I do hereby agree to release, waive, discharge, and covenant not to sue** Broward County, its officers, agents, and employees, from any and all liability or claims for damage or injury that may be sustained by me directly or indirectly in connection with, or arising out of my volunteer activities, **whether caused in whole or in part by the negligence of Broward County. I, further agree, to indemnify and hold harmless Broward County with respect to any and all liability, including all fees, costs, expenses, and attorney's fees, resulting from losses sustained by third parties, arising out of my actions or alleged actions in connection with my volunteer duties described herein.**

I, on behalf of myself, or as parent/guardian of the dependent named herein, do hereby grant full permission to Broward County to use photographs, videotapes, recordings, and any other record of the activity for any legitimate purpose whatsoever.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

I understand and agree to the terms of this Release, Indemnity and Waiver of Liability on behalf of my minor child or ward who acts as a registered volunteer for Broward County.

\_\_\_\_\_  
Signature of Parent/Legal Guardian  
(Required for volunteers under age 18)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**STATEMENT OF ACKNOWLEDGMENT AND RECEIPT**

**I acknowledge receipt of the documents listed below and I understand that it is my responsibility to read and apply the information provided.**

- 1) BROWARD COUNTY POLICY ON SEXUAL HARASSMENT**
- 2) BROWARD COUNTY EXPANDED POLICY ON SEXUAL HARASSMENT**
- 3) BROWARD COUNTY ANTI-HARASSMENT POLICY**
- 4) BROWARD COUNTY EXPANDED ANTI-HARASSMENT POLICY**
- 5) BROWARD COUNTY EQUAL OPPORTUNITY POLICY**
- 6) REAFFIRMATION OF EQUAL OPPORTUNITY POLICY MEMO**
- 7) BROWARD COUNTY POLICY OF EQUAL ACCESSIBILITY AND NON-DISCRIMINATION ON THE BASIS OF DISABILITY**
- 8) BROWARD COUNTY POLICY OPPOSING WORKPLACE VIOLENCE**

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Signature of Parent or Legal Guardian (if minor under age 18)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
District

\_\_\_\_\_  
Park

\_\_\_\_\_  
Date

Board of County Commissioners, Broward County, Florida  
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT  
RISK MANAGEMENT DIVISION  
SAFETY & OCCUPATIONAL HEALTH SECTION

REQUEST FOR CRIMINAL BACKGROUND INFORMATION

**RECORD RELEASE AND REFERENCE AUTHORIZATION**

I understand that actual employment with Broward County is subject to satisfactory completion of a background check including verification of my education, previous employment, criminal records, and driving records as recorded in the personnel or other records of any previous employer, law enforcement organization, state agencies, or any school I have attended. If selected, I also authorize Broward County to contact my present employer for employment verification and work reference. Further, I release Broward County from any liability whatsoever in connection with such a background verification or the use of the results therefrom in the employment process.

**ALL SPACES MUST BE COMPLETED**      *APPLICANT PLEASE PRINT OR TYPE*

**Applicant's Name:** \_\_\_\_\_  
Last First Middle

**Other Prior Names / Aliases / Maiden Name:** \_\_\_\_\_

**Race / Ethnic Categories:** White(not of Hispanic origin)  Black (not of Hispanic origin)   
Hispanic  Asian or Pacific Islander  American Indian or Alaskan Native

**Sex:** M  F       **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Social Security #** \_\_\_\_-\_\_\_\_-\_\_\_\_  
MM/DD/YY

**Drivers License #** \_\_\_\_\_ **State:** \_\_\_\_\_

**How long have you lived in Florida?** Years \_\_\_\_\_ Months \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Previous addresses *out of the state of Florida:*** \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date

**HIRING DIVISION USE ONLY (MUST BE COMPLETED)**

**Job Title:** \_\_\_\_\_ **BPN:** \_\_\_\_\_

**Certification #** \_\_\_\_\_

Will applicant work with children as described in applicable Florida Statutes? Yes \_\_\_\_\_ No \_\_\_\_\_

Will applicant handle currency (checks, money orders and/or cash)? Yes \_\_\_\_\_ No \_\_\_\_\_

**REQUESTED BY** \_\_\_\_\_  
Division

\_\_\_\_\_  
Contact Name (PRINT) Phone #

\_\_\_\_\_  
SIGNATURE

**RISK MANAGEMENT / HUMAN RESOURCES USE ONLY**

QUALIFIED       OFFER WITHDRAWN       NOT QUALIFIED

\_\_\_\_\_  
SIGNATURE DATE