Desert Hot Springs Police Department
Volunteer Application

Desert Hot Springs Police Department
65950 Pierson Blvd., Desert Hot Springs, CA 92240
(760) 329-2904

Instructions:
a. Answer all questions; b. Print or type (black or blue ink only); c. Separate application is required for each position; d. Return to: Desert Hot Springs Police Department, 65950 Pierson Blvd., Desert Hot Springs, CA. 92240.

Position applied for: _____ Date: _____

Name: _____
Last, First Middle Initial

Mailing Address: _____
Number Street City State Zip

Home Phone: _____ Message Phone: _____ Work Phone: _____

◇◇◇◇◇ GENERAL INFORMATION ◇◇◇◇◇

Have you ever been convicted of a felony? Do not identify any felony conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated. A fingerprint check will be made. Yes ___ No ___ A yes answer will not automatically disqualify you as such information will only be considered if the convictions(s) has a direct relationship to the job for which you are applying and indicates a risk to property or safety. If yes, describe in full. Attach additional sheets if necessary.

California Driver License or I.D. Number: _____ E-mail: _____

If hired, can you present evidence of your U.S. Citizenship or proof of your legal right to live and work in this country?

Yes ___ No ___

Are you related to any City employee? Yes ___ No ___ If yes, indicate name and relationship: _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes ___ No ___ If no, please describe the function that cannot be performed: _____

_____

◇◇◇◇◇ EDUCATION ◇◇◇◇◇

Do you have a High School Diploma or G.E.D. Certificate? Yes ___ No ___ If "NO" Circle Highest Grade Completed
1 2 3 4 5 6 7 8 9 10 11 12

NAME/ADDRESS OF SCHOOL, COLLEGE, VOCATIONAL SCHOOL OR INSTITUTE	TITLE OF COURSE OR MAJOR	Certificates, Degrees, Etc.

◇◇◇◇◇ EXPERIENCE ◇◇◇◇◇

IMPORTANT Starting with most recent position, account for all employment (including U.S. Military Service) and unemployment for the past ten years. Use additional sheets if necessary.

1.

From: To:	Full time ○ Part time ○		Employer Name:
Position:			Address:
Duties:			Phone:
Reason for leaving: (May we Contact Yes ○ No○)			Supervisor:

2.

From: To:	Full time ○ Part time ○		Employer Name:
Position:			Address:
Duties:			Phone:
Reason for leaving: (May we Contact Yes ○ No○)			Supervisor:

3.

From: To:	Full time ○ Part time ○		Employer Name:
Position:			Address:
Duties:			Phone:
Reason for leaving: (May we Contact Yes ○ No○)			Supervisor:

4.

From:	Full time ○		Employer
To:	Part time ○		Name:
Position:			Address:
Duties:			Phone:
Reason for leaving: (May we Contact Yes ○ No○)			Supervisor:

Special Qualifications (include active technical/professional licenses and numbers, academic or professional awards, knowledge of office equipment and computer programs etc.):_____

_____

Include foreign languages you speak, read, and/or write and your level if language proficiency is a requirement stated on the job announcement: _____

_____

The Desert Hot Springs Police Department may contact my current and former employers for references concerning my employment Yes ___ No ___

I desire to volunteer for: Citizens On Patrol, Volunteers In Police Service, Chaplain, Other: _____
(Citizen on Patrol applicants must attend the Community Police Academy)

◇◇◇◇◇ PLEASE READ THIS STATEMENT CAREFULLY ◇◇◇◇◇

I hereby affirm that the information given by me on this volunteer application is complete and accurate. I understand that any falsification or omission will be immediate grounds for disqualification and/or dismissal. I authorize the Desert Hot Springs Police Department to conduct a background investigation to be made in connection with this application concerning my character, general reputation, employment and education background, and criminal record, whichever may be applicable. I hereby authorize the release of documents and personal interviews with third parties, such as prior employees, business associates or others with whom I am acquainted and release said sources from any liability for any damages whatsoever for issuing this information. I am aware that any invitation to become a volunteer is conditional upon my ability to meet the established requirements and needs of this job. I understand that that any invitation to become a volunteer does not create a contractual obligation upon the City of Desert Hot Springs or the Desert Hot Springs Police Department to retain me as a volunteer in the future, and I may be terminated at will or without cause by the Chief of Police or his/her designee. In submitting this application, I further understand that it becomes the property of the City of Desert Hot Springs Police Department and will not be returned.

"I have read and affirm as my own the above statements."

_____ _____
Signature Date

EOE/AA

◇◇◇◇◇ REFERENCES ◇◇◇◇◇

Please use this sheet to list to all references from employment history as well as three personal references that have first hand knowledge of your character and ability that were not listed on your employment history. Please include daytime and night time phone numbers as well as e-mail address. Use additional sheets if necessary.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Name Address City Zip Code Phone E-mail

Assignment: Is there an area or department you would most like to volunteer in? Are there any special skills, training, experience, or a hobby not listed above that would help us determine where to best place you?

_____

_____

_____

_____

_____

_____