

chicago park district

Date: _____

Volunteer Application

Name: _____
Last First Initial

Residence Address (must be a street address, no P.O. boxes please):

Number Street Apt. No. City State Zip

Home Phone: _____ Work Phone: _____

Date of Birth: _____ Age: _____ Sex: Male _____ Female _____

Driver's License No: _____ State: _____

Social Security No: _____ Email: _____

Employer: _____

Name Address Phone

Have you ever volunteered for the Chicago Park District before? _____

If yes, Date: _____ Location: _____

Have you ever been convicted of a crime? _____**Are there any criminal prosecutions currently pending against you?** _____

If you answered yes to either of the bolded questions above, you will need to complete a supplemental form for the Chicago Park District to consider your application.

Please list 3 non-family references:

Name Relationship Daytime Phone Evening Phone

Name Relationship Daytime Phone Evening Phone

Name Relationship Daytime Phone Evening Phone

PLEASE READ BEFORE SIGNING

I agree to notify and update the Park District of any changes to the information provided. I understand that:

- * The Park District will conduct a criminal background check to verify the information provided;
- * The decision of the Park District to accept or reject my application is final;
- * The position of volunteer is an "at will" relationship and may be terminated at any time;
- * I will receive no compensation for my services from the Park District;
- * This form must be completed in full for my application to be considered; and
- * All information provided by me will be kept confidential and will not be disclosed without my approval.

By my signature below, I verify, under penalty of perjury, that I have read and understood the above. Further, I verify that the information I have given is true and complete. I also confirm that I have read and understood all the terms and conditions on the reverse side of this application and agree to be bound by them, and I authorize the Chicago Park District to conduct a criminal background check.

Signature

Date

For applicants under the age of 18, a parent or guardian must sign.

For office use only.

Interviewer: _____ Region: _____ Park: _____

References Checked: _____ Fingerprinted: _____

Supplemental form filled out? _____ Accepted _____ Rejected _____

Notes: _____

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Volunteer Staff Member Terms and Conditions

Your acceptance of a volunteer assignment must carry with it your understanding that the assignment is offered pending final clearances and may be terminated at any time with or without cause, or changed at any time by the Chicago Park District. By accepting a volunteer assignment, you also agree to the following Terms and Conditions.

- A) I understand and agree that the Chicago Park District ("Park District") is relying on my promise to volunteer as scheduled and accordingly, I must be available for my particular assignment as scheduled. I shall attend any on-the-job-training sessions as requested or required by the Park District.
- B) I understand that as a volunteer staff member, I will receive no compensation for my services. I understand that I may be assigned to work together with paid employees of the Park District.
- C) While on assignment as a volunteer, I shall not engage in religious or political activities, or any unauthorized commercial activity. I shall abide by all other standards of conduct as outlined in policies established by the Park District.
- D) I hereby confirm that I do not, and shall not, have the authority to incur obligations on behalf of, or otherwise bind the Park District.
- E) I understand that there may be media coverage of certain events at Park District facilities. I agree that I shall not grant radio, television or press interviews, or otherwise initiate or accept media contact relating in any way to the Park District. Should my likeness be photographed, taped or otherwise recorded by the Park District or the media, I irrevocably consent to the reproduction and use of such photography, tapes or other recordings without compensation to me and hereby assign any rights I may have to the Park District.
- F) I acknowledge that law enforcement agencies and private investigators will perform background checks on volunteer staff members. I hereby consent to such inquiries and agree to comply with all security and access policies and practices of the Park District. I understand that access credentials are the property of the Chicago Park District and will surrender them upon demand.
- G) I agree to hold in confidence any information disclosed to me concerning the business activities of the Park District, and relating to any confidential or proprietary data, and agree not to divulge such information to any person or persons unless I have received written authorization from the Park District. I agree not to remove any documents or materials (whether computer-generated, hard copy, audio, or otherwise) from any of the offices or other locations in which the Park District conducts business without prior written permission from the General Superintendent of the Park District. I agree not to use any photographic or recording equipment within any of the offices or other locations in which the Park District conducts business, and I expressly agree that any such photographs or records, if made, may be retrieved without notice by the Park District and/ or enjoined from use by the Park District.
- H) I hereby assign to the Park District all right, title, and interest in and to any work product developed or created by me for the Park District in connection with my services as a volunteer staff member. I acknowledge that this assignment further extends to any and all profits derived from the sale, use or other application of any such work product or part thereof.
- I) I agree that I will not hold the Park District, its employees, agents, sponsors, donors, volunteers, Arts Partners or Board of Commissioners responsible for any injuries or losses I might incur while performing volunteer assignments for the Park District. I hereby release and agree to indemnify and hold harmless the Park District, its employees, agents, sponsors, donors, volunteers, Arts Partners or Board of Commissioners against any and all claims, demands, and causes of action for damages brought by me or by any party on my behalf. The release is intended to be binding on my heirs and assigns.

Signature

Date

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Volunteer Application

The Chicago Park District encourages the participation of volunteers who support our vision:

To enhance the quality of life throughout Chicago by:

- **Becoming the leading provider of recreational and leisure opportunities,**
- **Providing safe, inviting and beautifully maintained parks and facilities,**
- **Creating a customer-focused and responsible park system.**

Potential volunteers may be asked to come in for an interview, submit for a criminal background check, and/or complete job-specific training prior to placement. These qualifications will be dependent on the volunteer assignment you are seeking. Your cooperation with this process is appreciated, as we must ensure a safe and pleasant environment for our valued patrons. We encourage you to complete this application thoroughly. The information you share will help us to find the most satisfying and appropriate volunteer role for you.

Part One:

Part One of this application is the triplicate form included in this packet. It must be completed entirely. Your signature at the bottom of the form indicates that you have read, understand and agree to the Volunteer Terms and Conditions printed on the reverse side of the form. Applicants under 18 must have the application signed by a parent or legal guardian. Please retain the pink copy for your records. Thank You.

Part Two:

Please write or print legibly:

1) Name: _____
Last First Middle Initial

2) Have you ever been convicted of a crime involving the abuse or neglect of a child? (circle one) YES NO
If yes, discontinue filling out the application. We cannot accept you as a Chicago Park District Volunteer.

3) Have you ever been employed by the Chicago Park District? YES NO

Date: _____ Position: _____

4) Are you currently employed? Full Time Part time NO

Employer: _____ Position: _____

Current work schedule: _____

5) Do you currently volunteer at another agency? YES NO

6) Please list your volunteer service record:

Name of Agency	Date of Service	Type of Service

Interest and Skills:

7) Why are you interested in becoming a Chicago Park District Volunteer? _____

8) Describe any experience you have working with children: _____

9) Describe any experience you have working with public/ customer service: _____

10) Describe any special skills or interests you have which would contribute to our volunteer activities: _____

11) Would you like to volunteer at a particular park? If so, indicate: _____

12) Would you like to volunteer in a particular region or neighborhood? If so, indicate: _____

13) Are there any medical, physical or other concerns which would limit the type of volunteer work you perform?

If so, indicate: _____

14) Whom should we contact in the event of an emergency?

Name: _____ Phone: _____

Relationship to you: _____

Which of the following volunteer programs are you interested in?

check one or more

- Special Events/ Special Programs
- Park Maintenance/ Environmental/ Stewardship Programs
- Gardening Programs/ Conservatories
- PARK Kids Afterschool Program
- Fieldhouse Greeters/ Guides
- Community Relations/ Office Support
- Sports/ Games/ Aquatics
- Art Craft/ Cultural Programs
- School Required Service Learning/ internship
- Day Camp/ Holiday Camps
- Holiday Programs
- Other: _____

Preferred frequency

- single event
- occasional basis
- regular basis
- daily (5 days per week)
- Other: _____

Preferred days and hours

- Sunday from _____ to _____
- Monday from _____ to _____
- Tuesday from _____ to _____
- Wednesday from _____ to _____
- Thursday from _____ to _____
- Friday from _____ to _____
- Saturday from _____ to _____

Applicant Signature _____ **Date** _____