



# CITY OF CHINO COMMUNITY VOLUNTEER CORP APPLICATION

2020

Please complete this application as completely as possible. **As required by State law and City policy, all volunteers will be required to submit their fingerprints to the Chino Police Department and receive clearance by the California State Department of Justice before the first day of their on-going volunteer service.**

I am a:  Regular Volunteer  City Employee

### CONTACT INFORMATION

NAME: \_\_\_\_\_  
*Last First MI*

ALSO KNOWN AS (AKA): \_\_\_\_\_  
*Last First MI*

ADDRESS: \_\_\_\_\_  
*Street City Zip Code*

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
*Home Work Cell or Message*

EMAIL: \_\_\_\_\_

BIRTHDATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DRIVER'S LICENSE # \_\_\_\_\_ EXP: \_\_\_\_\_

Are you a minor under 18 years old? Yes  No  Please note: *Parental signature needed for minors on reverse side.*

Are you a relative of anyone currently affiliated with the City of Chino? Yes  No

Name of Individual: \_\_\_\_\_ Relationship: \_\_\_\_\_

### OPPORTUNITIES (Please check all that apply.)

A.C.E.S.:  Licensed Amateur Radio Operator  
If checked, License Type:  Technician  General  Extra  
If checked, list Call Sign: \_\_\_\_\_  
Crime Analysis:  Currently enrolled in CIA Program?

### SKILLS-Areas in which I am Interested:

A.C.E.S. – Ham Radio  Emergency Management Volunteer Internship:  Crime Analysis  
 Chaplain  Explorer  Crime Prevention  
 Mounted Posse  Video Production

### AVAILABILITY (Please check/circle all that apply.)

Date available to begin:  Mon From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm  
 Tues From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm  
Hours needed to complete (if applicable):  Wed From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm  
 Thurs From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm  
Date hours to be completed (if applicable):  Fri From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm  
 Sat From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm  
 Sun From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm

### CONVICTION HISTORY

Have you ever been convicted of a criminal offense other than minor traffic citations?  Yes (See note below)  No

**NOTE:** This question seeks information on any conviction from any point in your life **even if the conviction was removed from your record** (*This includes conviction as a minor*). Failure to accurately respond to this question shall result in either your rejection from volunteer service or dismissal. Applicants should verify their legal obligation to report certain convictions as specified by Labor Code Section 432.8.

If yes, when? \_\_\_\_\_

Please list convictions, each case is considered on its own merits: \_\_\_\_\_

**REFERENCES (Please provide two personal or business references. References should not be related to you.)**

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship/Association</u>
_____	_____	_____	_____
_____	_____	_____	_____

**EDUCATION BACKGROUND**

Highest grade completed: High School:  9<sup>th</sup>  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup> College:  1 yr  2 yr  3 yr  4 yr

Name and Location of School: \_\_\_\_\_

Major, Graduate School Degree, etc.: \_\_\_\_\_

**WORK EXPERIENCE**

<u>Name of Business</u>	<u>Address</u>	<u>Phone</u>	<u>Title</u>
_____	_____	_____	_____

**EMERGENCY CONTACT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Were you referred to this position by a current City of Chino Employee? Yes  No

If yes, please enter employee's name here: \_\_\_\_\_

1. Please read and answer all of the following questions. You are admonished to answer all of the questions truthfully and completely. If you are dishonest in your answers, fail to fully answer any question, or misstate any material facts, you may be disqualified from further consideration for this position. The commission of one or more of the offenses listed on this questionnaire may not automatically disqualify you from consideration for this position. Public Safety agency employees must demonstrate integrity and credibility as a witness in a court of law. Your responses to these questions will be evaluated and considered in relationship to your entire application materials and background. Your responses are subject to verification by a polygraph examination. Please respond that you have read the statement above by checking "Yes." Yes
2. Have you ever used illegal drugs or marijuana? Yes  No
3. If you answered "Yes" to question #2, when was the last time you used illegal drugs or marijuana?
4. This position requires that you possess a California Driver's License and a satisfactory driving record. Do you meet this requirement? Yes  No
5. Have you ever been cited or arrested for DUI, even if you were not convicted? Yes  No
6. If your answer to question #5 was "Yes", please explain and include dates:
7. Has your Driver's License ever been suspended or revoked? Yes  No
8. If you answered "Yes" to question #7, please explain and include dates:
9. How many traffic citations or traffic collisions have you received/been involved in during the past 7 years?
10. Have you ever been terminated or asked to resign from any job? Yes  No
11. If your answer to question #10 was "Yes", please explain and include dates:

12. Have you ever received any disciplinary action; including verbal or written reprimand, demotion, denial of merit increase, reduction in pay, suspension (with or without pay), or surrendering earned time off? Yes  No
13. If you answered "Yes" to question #12, please explain and include dates:
14. Have you ever been accused of misconduct at a place of employment (even if the accusations were unfounded)? Yes  No
15. If you answered "Yes" to question #14, please explain and include dates:

**VOLUNTEER CERTIFICATION AND AGREEMENT (Please read and sign below.)**

I understand that I am providing volunteer service to the City of Chino and as such am not entitled to compensation or benefits otherwise offered to employees of the City of Chino. My services are offered freely, without direct or indirect pressure or coercion from any representative of the City. I understand that time volunteered will not be considered as hours worked under the Fair Labor Standards Act. I understand that upon termination of this volunteer service, I am not eligible for any unemployment insurance compensation.

I certify that all statements made in the Application are true and complete and I authorize investigation of all matters contained. I agree and understand that any misrepresentation or omission of a matter of fact may be justification for rejection of my application. I also authorize the employers, schools, and persons named in this application to provide any additional information regarding my qualifications and character.

As a condition of my volunteer service with persons who are receiving services or other assistance from the City of Chino, I agree not to divulge any information regarding these persons. The unauthorized release of confidential information is a violation under State law.

I understand the City's requirements and policy on observing confidentiality and my responsibility to follow this policy in my role as a volunteer.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent or Legal Guardian (if under age 18)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To submit this application for internships, email [mdeavila@chinopd.org](mailto:mdeavila@chinopd.org).**

**For all other volunteer opportunities, submit in person at:**

City of Chino  
 Police Department  
 5450 Guardian Way  
 Chino, CA 91710