



Volunteer Application

General Requirement: Must be at least 16 years of age or older. Minors, under the age of 18 may volunteer with parental or legal guardian consent.

I.) Demographic Data

Name: _____
Last First Middle

Address: _____
Street Apartment/Unit
City State Zip Code

Home Phone: _____ Cell Phone: _____

E-mail address: _____

Reason for volunteering with the City of Wichita Falls?

Personal Interest Work Experience Skill Development School Requirement

How did you hear of this volunteer opportunity?

Friend / Family Member City of Wichita Falls Social Media
 Newspaper City of Wichita Falls Website
 Other _____

II.) EDUCATIONAL BACKGROUND

List the Highest level of education that you have completed:

Elementary GED/ HS Equivalency Associates Degree Masters Degree
 High School Diploma Some College Bachelors Degree
 Other _____

III) Skills and Abilities:

List any special skills and abilities which relate to the position you are volunteering in:

Accounting / Business
 Animal Control
 Arts and Crafts
 Clerical / Receptionist
 Community Education
 Computers

- Customer Service
- Desktop Publishing
- Events
- Fund-Raising
- Graphic Design
- Library
- Photography
- Recreational Activities
- Translation/Languages
- Writing/Editing
- Other _____

IV) AVAILABILITY

Date available to start volunteering: _____

List days and hours available:

Days	Hours
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

V) Emergency Contact Information

Primary Contact:

Full Name: _____

Address: _____

(Street) (City) (State) (Zip)

Relationship: _____ Phone Number: (____)_____

Secondary Contact:

Full Name: _____

Address: _____

(Street) (City) (State) (Zip)

Relationship: _____ Phone Number: (____)_____

VI.) Criminal / Reference Background Checks:

In an effort to protect its citizens, employees and resources from harm or loss, the City of Wichita Falls conducts criminal and reference background checks on its volunteers. As a condition of volunteering with the City you are required to undergo a criminal and reference background check. Failure to provide accurate or complete information on your application may result in your placement being denied.

Needed to verify identity

Date of Birth: _____

A conviction may not disqualify you, but a false statement or failure to disclose may.

Have you ever been arrested for or convicted of a felony?

Yes No

Have you ever been arrested for or convicted of any violation of the law?

Yes No

Have you ever been subjected to a deferred adjudication on a felony or misdemeanor charge?

Yes No

If you answered 'YES' to any of the above questions, please explain in concise detail in the box below, indicating the dates and nature of the offense, the name and location of the court and the final disposition of the case(s).

VII.) Accommodations: If special accommodations are required please contact the Human Resource Department at 940-761-7615 for assistance.

VIII.) Verification of Information: I hereby affirm that the information provided on this application and resume (if attached) is true and complete to the best of my knowledge. I understand that false information or significant omission(s) on this application may disqualify me from further consideration for any City of Wichita Falls volunteer opportunities.

Signature: _____ Date: _____

If under age 18:

Parent/Legal Guardian Signature: _____ Date: _____