



# Volunteer Application

Park District of Highland Park  
636 Ridge Road  
Highland Park IL 60035  
847.831.3810

• **Personal Information**

Date Applied \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
(only if you may be contacted at this number)

1. How did you find out about the Volunteer Program? \_\_\_\_\_

2. Please list the position(s) that you are most interested in. \_\_\_\_\_

3. What is your main goal or reason for volunteering? \_\_\_\_\_

4. Please list any current applicable licenses or certifications. Include license number and expiration date.

5. When can you begin volunteering? \_\_\_\_\_

6. How much time per **week** or **month** (circle choice) are you available to volunteer? \_\_\_\_\_

7. When are you available to volunteer? Please check all blanks that apply.

Morning	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat
Afternoon	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat
Evening	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat

8. Please add any additional information about yourself or your desire to volunteer. \_\_\_\_\_

• **Experience References (most recent first)**

List places at which you have worked or volunteered.

1. Company \_\_\_\_\_  
Dates (Month/Year): From \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
Type of Work \_\_\_\_\_

2. Company \_\_\_\_\_  
Dates (Month/Year): From \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
Type of Work \_\_\_\_\_

3. Company \_\_\_\_\_  
Dates (Month/Year): From \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
Type of Work \_\_\_\_\_

• **Personal References**

Give the names of two people not related to you whom you have known at least one year.

1. Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Years Acquainted \_\_\_\_\_

2. Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Years Acquainted \_\_\_\_\_

• **Education**

	Name & Location of School	Number of Years Attended	Did you graduate?	Degree or Subjects Studied
High School				
College				
Business, Trade or Correspondence School				

List any work you have done on special studies or research projects. \_\_\_\_\_

• **General**

1. Have you been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please answer the following:

Type of Offense \_\_\_\_\_ Date Occurred \_\_\_\_\_

Please State Circumstances \_\_\_\_\_

2. Who should we notify in the case of an emergency?

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT, IF PLACED AS A VOLUNTEER, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND/OR VOLUNTEER POSITIONS AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT TO YOU FROM FURNISHING SAME.

I UNDERSTAND AND AGREE THAT, IF PLACED, MY VOLUNTEER POSITION IS FOR NO DEFINITE TIME PERIOD AND MAY BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE. NO CONTRACT OR WARRANTIES ARE IMPLIED."

Date \_\_\_\_\_ Signature \_\_\_\_\_

**PARK DISTRICT OF HIGHLAND PARK**

**EMPLOYEE/VOLUNTEER CONSENT, WAIVER AND RELEASE**

**FOR BACKGROUND INVESTIGATION,  
INCLUDING CRIMINAL HISTORY CHECK**

As a prospective employee of/volunteer for the PARK DISTRICT OF HIGHLAND PARK ("Park District"), I have been asked to furnish information for the Park District's use in reviewing my background and qualifications. I also have been asked to permit an investigation of any record of criminal conviction that I may have.

I understand and agree that furnishing the information requested and completion of a criminal history check are conditions of my prospective employment by or association with the Park District, and of continuing employment by or association with the Park District.

I hereby authorize the Park District to investigate any record of criminal conviction that I may have by conducting or requesting a criminal history background check.

I further authorize the Park District to conduct an investigation to ascertain any and all other information that it reasonable believes may be relevant to my qualification or suitability for employment by or association with the Park District, including, without limitation, contacting current or prior employers, references and governmental authorities and agencies such as the Secretary of State and the State Police in order to determine my work record, character, education and record of compliance with various laws. I agree to cooperate with this investigation, and authorize each and every party so contacted to release to the Park District or its designee(s) any and all information that the Park District or its designee(s) may request in connection with its investigation.

I hereby release, hold harmless and waive any claim that I have or may have against the Park District, its Park Commissioners, officers, employees, agents and attorneys, and each party or person furnishing information to the Park District in relation to its investigation, from any and all liability or damages arising or relating to the Park District's investigation or any disclosure of information about me, including, without limitation, the results of the criminal history background check.

I have read and fully understand this Consent, Waiver and Release. I understand that any false or misleading answer given, statement made or information furnished by me in connection with my application for employment or request to serve as a volunteer, or any attempt by me to limit the scope of the Park District's background investigation, shall be considered sufficient reason for denying my application, and that if I am retained as an employee or volunteer, such acts may result in my dismissal as an employee or volunteer.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Witness

**For Office Use Only**

Interviewed By \_\_\_\_\_ Date \_\_\_\_\_

Placed: Yes \_\_\_\_\_ No \_\_\_\_\_ Position \_\_\_\_\_

Start Date \_\_\_\_\_ Approved \_\_\_\_\_

Criminal Check Received by Business Office \_\_\_\_\_ Date \_\_\_\_\_