

RECREATION DIVISION VOLUNTEER APPLICATION

The following information is needed by the Recreation and Park Department to ensure that volunteers have a safe and enjoyable volunteer experience and that the children and adults under our care are safe and secure. If you have any questions regarding this application contact Marianne Kjobmand, 831-6327, at McLaren Lodge, Golden Gate Park, San Francisco CA 94117. Email: Marianne.Kjobmand@sfgov.org

Name of Recreation Director supervising volunteer _____ Phone # _____

Recreation Facility _____

Name _____ Date of Birth _____

Address _____ City _____ Zip _____ S.S _____

Day Phone _____ EveningPhone _____

Employer _____ Occupation _____

Work Address _____ City _____ Zip _____

E-mail Address _____

Are you available: weekdays evenings weekends

Would you be interested in being contacted to volunteer for special events? yes no

Why do you want to work for the Recreation and Park Department?

Have you ever been convicted of a felony? yes no

If yes, please explain: _____

Emergency Contact Name and Number: _____

Health Care Information if applicable (provider, number, facility): _____

Valid California Driver's License? yes no

Driver's License Number: _____

Has your license ever been revoked or restricted? yes no

Volunteers with the Recreation Division may be asked to officiate team sports, teach classes, tutor, assist with loading or unloading materials, clean-up work area, and in doing so may have to climb ladders, drive, sweep, read, write, run, lift, etc. Is there any reason you would be unable to perform these **duties**?

Previous volunteer experience:

List names and addresses of 3 references you have known for at least one year, include your present employer. Do not use relatives.

1. Name _____ Phone _____
Address _____ Zip _____
Relationship _____ No. of years known _____
2. Name _____ Phone _____
Address _____ Zip _____
Relationship _____ No. of years known _____
3. Name _____ Phone _____
Address _____ Zip _____
Relationship _____ No. of years known _____

AUTHORIZATION AND AGREEMENT

I, _____, having applied to be a volunteer with the San Francisco Recreation and Park Department, do hereby authorize the agency to investigate facts concerning my qualifications for volunteer work with the Recreation Division and I authorize my employer, Justice Department, Department of Motor Vehicles, social services and other relevant agencies to release information regarding me that is known to their departments.

Signature _____ Date _____

For Minors: Needs Parent Signature

Parent Name: _____ Signature: _____

CRIMINAL HISTORY

1. Have you ever been convicted by court, including military court, of any offense? (check one)

Yes No

If yes, explain each offense, the violation, court, place of conviction, penalty (fine, sentence and date of court probation, if applicable), and name under which convicted if other than that listed above. You may omit any traffic offense for which the fine was less than \$200, and any record which has been sealed or expunged by the court.

2. Have you been arrested for any offense for which a trial is currently pending? Yes No

If yes, explain each charge

Date of Arrest: _____ Date of Arrest: _____

Nature of Charge: _____ Nature of Charge: _____

3. Have you been convicted of any offense involving child molestation? Yes No

I swear (affirm) under penalty of perjury, that the information above is true.

Name _____

Signature _____

Date _____

THE DEPARTMENT'S CRIMINAL HISTORY CHECK WILL FOCUS ON CONVICTIONS WHICH WOULD DISQUALIFY ME FROM EMPLOYMENT, E.G. PUBLIC RESOURCES CODE SECTION 5164.

ANY FALSIFIED INFORMATION MAY RESULT IN IMMEDIATE DISQUALIFICATION OF APPLICANT OR TERMINATION OF EMPLOYMENT.

**Request, Authorization and Consent for Release of Information to Employer and
Release from Liability for Disclosure or Information**

I understand that in connection with the application process, San Francisco Recreation and Park Department may request information from my past employers, educational institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I also understand that such investigation may include a review of any criminal history records. Prior to signing this form, I read the San Francisco Recreation Department's Application Background Investigation Policy, which I fully understand. I have provided complete and truthful information to the San Francisco Recreation and Park Department regarding all sources of information about my past employment, volunteer services, education, licensure, certification, criminal conviction record, as well as any other information requested in the volunteer application, and have been fully informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge. In order to assist San Francisco Recreation and Park Department in obtaining documents and information to confirm my background, if necessary, I hereby consent to the release of information more specifically described below.

I request, authorize, and consent to the San Francisco Recreation and Park Department's thorough investigation of whether I have a criminal history, and if so, the nature of such criminal record and all surrounding circumstances available through lawful means. San Francisco Recreation and Park Department has advised me that its criminal background check will focus on convictions which would disqualify me from employment/volunteerism, e.g. Public Resources Code Section 5164.

I further hereby release and hold harmless San Francisco Recreation and Park Department, its officers, employees and agents, and any other person, or public or private industry entity inquiring about, investigating, furnishing, communicating, reviewing or evaluating information or documents pursuant to the Request, Authorization, Consent, and Release, or making any written or verbal communications for such purposes, from any and all claims arising from such activities, including but not limited to, any claims whatsoever for defamation, violation, of California Labor Code section 1050 (governing unsolicited or false references), fraud, misrepresentation, negligent interference with prospective business relations or contract, breach of contract (including any settlement agreement), negligent infliction of emotional distress, employment discrimination, violation of public policy, and any other potential claims, unknown to me presently, that I may have, now or in the future. I voluntarily grant this release for purposes of supporting my application for employment and based upon my desire to encourage the San Francisco Recreation and Park Department's consideration of my application.

I have carefully read this Request, Authorization, Consent, and release and have voluntarily agreed to its terms to assist San Francisco Recreation and Park Department in evaluating my qualifications for employment/volunteer services and in meeting the business necessity of hiring honest, trustworthy, reliable employees/volunteers who are nonviolent and do not pose a risk of serious harm in the workplace. I additionally agree to fully cooperate with San Francisco Recreation and Park Department in permitting the release of the above information and reports. I additionally understand that all information and documents generated, received, or maintained by San Francisco Recreation and Park Department during, or as a result of, its investigation, will be maintained as confidential information and that San Francisco Recreation and Park Department will not release such information or documents to me.

Date: _____

Signature: _____

Witness: _____

Print Name: _____