



CITY OF MISSION VOLUNTEER APPLICATION

If you need an accommodation to complete this application please notify the Human Resources
Department 956-580-8681.

VOLUNTEER ELIGIBILITY REQUIREMENTS

- Must reside in the State of Texas within 90 days
- Must be 16 years of age or older (with parental/guardian consent if under 18 years of age)

In compliance with Federal and State equal employment opportunity laws, it is the policy of the City of Mission to provide employment, training, compensation, promotion, and other conditions of employment based on qualifications, without regard to race, color, gender, national origin, age, veteran status, disability or genetic information. The City of Mission is an Equal Opportunity Employer.

VOLUNTEER APPLICANT INFORMATION

Date of Application: _____	Position Volunteering For: _____
Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Last) (First) (Middle) </div>	
_____ Maiden name or Other names by which you have been known	
Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (Number) (Street) (City) (State) (Zip Code) </div>	
Telephone: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Home) (Cell) (Other) </div>	
Email Address: _____	

Work Eligibility

Are you at least 16 years of age? Yes No

Dates available: Begin _____ End _____

Day(s) and Time(s) Available:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	_____	_____	_____	_____	_____	_____	_____
PM	_____	_____	_____	_____	_____	_____	_____

Educational Background

List the highest level of education that you have completed:

____ Elementary	____ High School Diploma	____ GED/HS Equivalency	____ Some College
____ Associates	____ Bachelors Degree	____ Masters Degree	____ PHD

Have you ever been convicted of any misdemeanor or felony excluding minor traffic offenses?

Yes No

If yes, please describe in full, the nature of the charge, the date of the offense, the date of the conviction, the location or jurisdiction, and the punishment assessed (probation/prison).

Note: A Criminal Background Check will be conducted on all prospective employment applicants and other volunteer placements. A criminal record does not constitute an absolute bar to employment or volunteering. Factors such as age at the time of the offense, rehabilitation efforts, how recent and seriousness of the crime will be taken into account.

EMPLOYMENT RECORD

List below each job held. Start with your most recent employment. Include military service, full or part-time, summer jobs, volunteer activities, etc. **Note:** Previous employers may be contacted to verify employment record.

1	Name of Employer	Phone Number
Address (No & Street, City, State, Zip)		
Dates of Employment (month/year)	Title of Position	Salary Starting \$ per Ending \$ per
Reason for Leaving	Name of Immediate Supervisor	May we contact your current/previous supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of duties, responsibilities, accomplishments:		
2	Name of Employer	Phone Number
Address (No & Street, City, State, Zip)		
Dates of Employment (month/year)	Title of Position	Salary Starting \$ per Ending \$ per
Reason for Leaving	Name of Immediate Supervisor	May we contact your current/previous supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of duties, responsibilities, accomplishments:		

LICENSES AND CERTIFICATIONS

List all licenses and certifications you hold (Drivers, Electrician, etc.)

TYPE	ISSUING AGENCY	LICENSE NO.	EXPIRATION DATE

Note: Drivers license records and other licenses will be investigated where essential and job-related.

REFERENCES

List name, address, and phone number of three (3) references, other than relatives or previous employers, who have personal knowledge of your character, experience and ability.

NAME	MAILING ADDRESS	CITY/STATE/ZIP	TELEPHONE NO.
			()
			()
			()

CITY OF MISSION FAMILY MEMBERS

Are you related by blood or marriage to any member of the City Council or any person now employed by the City of Mission? Yes No If yes, please identify below:

NAME	RELATION	DEPARTMENT	JOB TITLE

EMERGENCY CONTACT INFORMATION

List name, address, and phone number of person(s) to be notified in case of an emergency.

NAME	MAILING ADDRESS	CITY/STATE/ZIP	TELEPHONE NO.
			()
			()
			()

VOLUNTEER INFORMATION

Volunteer Interest:
 Museum? Yes No

Museum Hours:
 Monday – Friday 8am to 5pm

Library? Yes No

Library Hours:
 Monday – Thursday 9am to 9pm
 Friday and Saturday 9am to 5pm
 Sunday 1pm to 5pm

Other department? Yes No

If so, which department? _____

Have you previously submitted an employment or volunteer application with the City of Mission? Yes No

If so, please indicate date and last position applied for _____

Why do you wish to volunteer with the City of Mission? _____

Summarize Hobbies and Interests:

Referral Source:

- High School Program
- Temp Employment Agency
- State Program
- Friends
- Volunteer
- Other: _____

List any special skills, licenses, certifications, trade, awards, publications, or other related items:

- Accounting
- Books/Shelving
- Cataloging
- Children Department (Library)
- Circulation Desk
- Clerical
- Computers
- Customer Service
- Database Management
- Desktop Publishing
- Docent/Guide
- Exhibits
- Filing
- Fundraising
- Graphic Design
- Internet Research
- Law Enforcement
- Library Research
- Mailings
- Microsoft Excel
- Microsoft Office/Word
- Museum Research
- Office Equipment
- Photography
- Processing/Repairing Books
- Public Speaking
- Receptionist
- Library Reference Section
- Special Events Planning
- Statistical Research
- Translation/Languages
- Typing: WPM _____
- Writing/Editing
- Other: _____

VOLUNTEER APPLICANT'S STATEMENT OF CERTIFICATION

CERTIFICATION

I hereby certify that the information given herein is true and complete. I understand and agree that any misrepresentation, falsification or omissions shall be sufficient grounds for rejection of my volunteer application and if selected to volunteer, sufficient grounds for immediate dismissal.

I hereby authorize the City of Mission to fully investigate my record and work qualifications before my volunteering with the City of Mission and to facilitate such investigation. I also hereby authorize any persons, office, agency or source, having information and knowledge about my personal, employment, military, educational, driving record, criminal, credit or financial history, prior work related injury information, physical screening, drug screening and other related matters as may be necessary in arriving at a volunteer decision, to furnish and release such information to the City of Mission. I hereby release employers, schools, agencies, or persons and the City of Mission from all liability in responding to inquiries in connection with my volunteer application.

I understand that once volunteer selection is received, that I may be asked to submit to a pre-employment drug, physical and pre-placement screening, and any other applicable job related testing or screening that is required as a condition of volunteer status. I further understand that I must satisfactorily pass all testing required.

In consideration of my volunteering, I agree to conform to the City of Mission's regulations. I understand and agree that my volunteer status can be terminated, with or without cause, and with or without notice, at any time. I also understand and agree that the terms and conditions of my volunteering may be changed, with or without cause, and with or without notice, at any time by the City of Mission.

I hereby understand and acknowledge that, any volunteer relationship with the City of Mission is of an "at will" nature, which means any volunteer may be removed by the City Manager, by the head of a department or by other appointing officer at any time in accordance with applicable law. In submitting this volunteer application, I understand that it becomes the property of the City of Mission and will not be returned.

Volunteer Applicant Signature

Date

Parent/Guardian must sign if under the age of 18

Date

Volunteer Applicant please note: All qualified applications submitted to the Human Resources Department will be applicable for the specific department being applied for and will remain on an "active" status until that vacancy has been filled.