



CARSON CITY VOLUNTEER/INTERN APPLICATION

Date: _____

Volunteer/Intern Name: _____

Home Address:

City, State,

Zip: _____

Day Phone: _____ Night Phone: _____

Cell Phone: _____ E-mail: _____

Occupation: _____

Business Name: _____

Phone: _____

Are you under the age of 18? Yes No If "yes", date of birth: _____

Driver's License Information:

State of Issue: _____ License number: _____

Expiration Date: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Please indicate the days and times you are available to volunteer:

- Sunday Monday Tuesday Wednesday Thursday Friday
 Saturday
- Morning Afternoon Evening
- on-call/as needed scheduled times varies

Briefly explain why you would like to volunteer/intern: _____

(Use and attach separate sheet of paper if necessary).

Do you have areas of interest that you are hoping to learn more about by doing volunteer/intern work? (If "yes", please explain) _____

(Use and attach separate sheet of paper if necessary).

List your specific skills and talents that might be used in your volunteer/intern work: _____

(Use and attach separate sheet of paper if necessary).

List previous volunteer experience:

Activity	Agency	Dates
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(Use and attach separate sheet of paper if necessary).

List three personal/professional references:

1. _____
(Name) (Phone Number)
2. _____
(Name) (Phone Number)
3. _____
(Name) (Phone Number)

I understand that there are certain risks associated with volunteering/interning. I expressly understand and agree that Carson City, a consolidated municipality, its officers, agents, volunteers, interns, assistants, and/or employees shall not be held responsible or made subject to any claims for negligence, seeking to assess damages or liability for or arising from personal injury or property damage to myself or other person on whose behalf this form is now signed as a result of actual or proposed participation as a volunteer/intern. I, on behalf of myself and or my child, hereby agree to hold Carson City, its officers, agents, volunteers, interns, and employees harmless on account of any such claim.

Applicant

Date

Parent/Guardian on behalf of a minor child

Date

CARSON CITY

VOLUNTEER/INTERN ACKNOWLEDGEMENT OF RISK AND RELEASE

Name
(first,last): _____

Home
address: _____

Mailing
address: _____

E-mail
address: _____

Primary Phone: _____
Secondary Phone: _____

Have you volunteered/interned for Carson City before? Yes No

If "yes" please list the dates and volunteer/intern work provided:

(Use additional sheets of paper if necessary)

I, the undersigned, agree for myself or for my minor child, to volunteer/intern for Carson City and understand and agree to the following:

1. I will follow instructions of my placement and perform my service to the best of my ability.
2. I acknowledge that there are dangers and risks incurred as a result of participating in activities connected or associated with volunteering/interning; and I knowingly assume all risk for injuries including but not limited to, death, damage or loss to my person, including, but not limited to: falling down, tripping, bumping, back,

- bone, joint, head, neck, muscle or spinal injuries, cuts, scrapes, choking, allergies, heat stroke, heat exhaustion, sunburn or other injuries; and/or any damage or loss sustained to my property.
3. In the event of any emergency, I authorize Carson City officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for my immediate care, including ambulance transport.
 4. I waive and relinquish all claims I may have as a result of my participation as a volunteer/intern against Carson City and its officer, agents, employees, and other volunteers/interns.
 5. I act only as a volunteer/intern and do not function as an employee, agent or representative of Carson City.
 6. I give permission for media coverage of myself and/or minor child to be disseminated for public relations purposes. **(Cross out if you do not give permission.)**
 7. I agree not to represent the City or its hired contractors, or use this project to express my professional or personal opinion in any manner other than specifically directed by the project manager or volunteer/intern coordinator. Any inquiries shall be immediately forwarded to the project manager or designated volunteer/intern coordinator.

I acknowledge and understand this "Volunteer/Intern Acknowledgement of Risk and Release" This document shall not be modified orally and shall be construed as if jointly drafted.

Name (printed)

(Signature of parent or guardian if
volunteer/intern is a minor)

Volunteer/Intern Signature

Date

CARSON CITY

VOLUNTEER/INTERN CODE OF CONDUCT AND ETHICS

Preamble

Public service requires a dedication to providing quality customer service, and also demands that public servants maintain a high level of ethical conduct. The conduct of public employees and volunteers/interns is a key factor in maintaining the respect and confidence of the people who live in, work in, and visit Carson City. As part of this, public servants and volunteers/interns must always engage in conduct that upholds the public trust. This trust must be upheld at all times. Employees and volunteers/interns must not realize personal financial gain through City office, employment or volunteer/intern placement, and employees and volunteers/interns must avoid any impression of favoritism, discrimination or perception of a conflict of interest. Public service is a unique field which requires that employees and volunteers/interns adhere to a standard of fairness, respect and integrity that is beyond question.

A Code of Business Conduct and Ethics helps ensure compliance with legal requirements and our standards of business conduct. It outlines the expected behavior of public employees and volunteers/interns in conducting governmental business. All volunteers/interns are expected to read and understand this document and uphold these standards in day-to-day activities. Employees and volunteers/interns are expected to comply with all applicable policies, procedures and laws. Carson City is committed to conducting its business in a fair, open, efficient and accountable manner.

Responsibility

- ✓ I will apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my volunteer/intern placement in a consistent, confident, competent and productive manner.
- ✓ I will take responsibility for my actions, even when it is uncomfortable to do so.
- ✓ I understand the difference between open and confidential information and the organizational policies and procedures that apply to both.
- ✓ I will not use my volunteer/intern placement or the resources of the City for personal or political gain.
- ✓ I will be a prudent steward of public resources and will consider the impact of my decisions against the financial needs of the City.

- ✓ I will not accept or receive any consideration or compensation for an act that I perform as a volunteer/intern.
- ✓ I will devote my full attention to my volunteer/intern placement while performing my volunteer/intern duties.
- ✓ I will not participate in wearing any political buttons, hats, shirts, etc. while performing my volunteer/intern duties.
- ✓ I will not use City equipment to conduct personal or political activity.
- ✓ I will not discriminate against, harass, or bully a City employee, volunteer, intern or member of the public while performing my volunteer/intern duties.

Fairness

- ✓ I will promote fairness, equity and non-discrimination in my decisions.
- ✓ I will make decisions based on the merits of an issue, including research and facts.
- ✓ I will champion inclusive public engagement in the decision-making process.
- ✓ I will not use my volunteer/intern position to secure or grant unwarranted privileges, preferences, exemptions or advantages for myself or any member of my household, friends, relatives or any business entity with which I am a member or may receive compensation.
- ✓ If I become privy to information, through my volunteer/intern placement, which by law or practice is not at the time available to people generally, I will not use the information to further the economic interests of myself, my family, my friends or any business entity.
- ✓ I will not use the City's facilities, equipment, money, or materials for my own gain or advantage.

Respect

- ✓ I will treat City officials, staff, Board members, contractors, volunteers, interns and the public with patience, courtesy, civility, dignity, and respect, even when there is disagreement on matters.
- ✓ I will provide friendly, receptive, prompt and courteous service to everyone.

Honesty

- ✓ I am honest and will be honest with all officials, staff, Board members, contractors, volunteers, interns and the public and act with integrity.
- ✓ I will make appropriate decisions in the public's best interest.
- ✓ I will strive to be honest and uphold the public trust in the conduct of my work.

I understand that questions regarding the interpretation of this document must be brought to the volunteer/intern supervisor/ coordinator or project manager for interpretation.

As a volunteer/intern for the City, I understand that if I am currently employed with the City, or if I become employed with the City, that I must notify Human Resources immediately. If it is determined that my volunteer/intern placement is similar to tasks I am employed to do, then I agree not to accept the volunteer/intern placement. Furthermore, I understand that no rights are bestowed upon me by being a volunteer/intern and that my services as such may be ended by the City at any time for any or no reason.

I have read, understand and will abide by the foregoing "Volunteer/Intern Code of Conduct and Ethics."

Print Name of Volunteer/Intern

Date

Signature of Volunteer/Intern

Signature of parent or guardian if
Volunteer/Intern is a minor

CARSON CITY

VOLUNTEER/INTERN CONFIDENTIALITY AGREEMENT

I understand the City's files, records, and other information may be confidential and solely for the use of City employees. In consideration for the opportunity to volunteer/intern for Carson City, I will not release or disclose the contents of any files, records, or other information unless I receive permission to do so from the volunteer/intern supervisor/coordinator or project manager.

Name (printed)

Signature

Date

CARSON CITY

VOLUNTEER/INTERN EMERGENCY CONTACT

Name: _____

Date: _____

Relatives or Contacts to Notify in Case of Emergency

Name/Relationship: _____

Primary Phone: _____

Secondary Phone: _____

Name/Relationship: _____

Primary Phone: _____

Secondary Phone: _____