



**City of Tyler  
Volunteer  
Application Package**

THERE WILL BE A BACKGROUND CHECK DONE ON EVERY APPLICATION. YOU MUST INCLUDE YOUR DRIVER'S LICENSE NUMBER OR STATE ISSUED ID CARD NUMBER AND, IF YOU HAVE ONE, CONCEALED HANDGUN LICENSE NUMBER ON THE APPLICATION.

AS SOON AS YOU HAVE COMPLETED THE APPLICATION, YOU CAN EITHER BRING IT BACK TO THE VOLUNTEER SERVICES OFFICE AT THE TYLER POLICE DEPARTMENT OR LEAVE IT WITH THE CUSTOMER SERVICE REPRESENTATIVE ON DUTY AT THE FRONT COUNTER OR YOU CAN MAIL IT BACK TO:

CITY OF TYLER VOLUNTEER SERVICES  
711 WEST FERGUSON  
TYLER TX 75702

ATTN: GARY LYNCH  
VOLUNTEER SERVICES COORDINATOR

AS SOON AS THE BACKGROUND CHECK IS COMPLETED, YOU MAY BE CALLED FOR AN INTERVIEW.

THANK YOU.

GARY LYNCH  
VOLUNTEER SERVICES COORDINATOR  
903/531-1071  
FAX: 903/531-1063  
glynch@tylertexas.com



## Criminal History and Driving Record

Texas Drivers License Number:

Expires:

Has your license ever been suspended or revoked: No Yes If yes, reason:

Traffic citations and accidents for the last 5 years:

Have you ever been questioned, detained, arrested, investigated, warned or issued a citation for any misdemeanor or felony, other than traffic? Yes No

If Yes, please explain (give agency or court, city, state, date, reason and disposition):

Have you ever been convicted of a crime? Yes No

Answering Yes to this question is not necessarily a disqualifier for the program. Please answer honestly.

If yes, please explain (give city, state, court, date, reason and disposition):

## References

Do not use family members as references. List 3 individuals, name, address, phone number.

Name:

Relationship:

Phone:

Address (Street, city, state, zip):

Name:

Relationship:

Phone:

Address (Street, city, state, zip):

Name:

Relationship:

Phone:

Address (Street, city, state, zip):

## **Employment History**

List Employment for last 5 years beginning with most recent (use back of page if necessary).

Firm Name, Supervisor

Dates – From/To (Month/Year)

Street Address, City, State, Zip

Firm Name, Supervisor

Dates – From/To (Month/Year)

Street Address, City, State, Zip

## **Volunteer Interest**

How much time would you be available to volunteer?

**Hours per week:**

**Time of day:**

**Days available(Please Circle):**

M Tu W Th F Sa Su

Special interests or skills:

Membership in community organizations and volunteer experience:

Briefly, state why you wish to volunteer your time with the City of Tyler:

## **Emergency Contact**

List people to notify in case of an emergency:

Name:

Relationship:

Street address, city, state, zip:

Home phone:

Work phone:

Cell phone:

Name:

Relationship:

Street address, city, state, zip:

Home phone:

Work phone:

Cell phone:

The City of Tyler reserves the right to decline any applicant for a volunteer position with the City of Tyler who has:

- Been convicted of a felony.
- Sold narcotics or other dangerous drugs.
- Committed an unlawful sexual act.
- A history of traffic violations.
- Committed any other violation of the law.
- Used illegal drugs or abused prescription medication.
- A history of alcohol abuse.
- Been discharged from the U.S. Armed Forces under other than honorable conditions.
- Any other conduct or pattern of conduct that would tend to disrupt, diminish or otherwise jeopardize public trust in the offices of the City of Tyler.
- A physical or mental disability that would impair an individual's ability to perform the duties of a volunteer.
- Lied during any part of the volunteer selection process.

Note: The City will review all applications fairly and honestly and any commission of the listed behavior does not mean the applicant will be automatically disqualified.

Also, the City will not discriminate against any volunteer applicant on the basis of age, sex, marital status, national origin, religion, race, disability, or other protected groups under Federal, State or Local law.

I have read and understand the above.

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**Applicant's Signature**

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**Date**

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**Volunteer Services Coordinator**

## Confidentiality Agreement

### All Applicants Must Complete This Page

If selected as a volunteer for the City of Tyler, I agree that I shall treat all information I receive from documents, City employees or City of Tyler clients or customers as confidential. I understand that I could jeopardize the City's position by revealing confidential information. I will not discuss any aspect of confidential information with any person unless directed to do so by my supervisor. I agree that I will not use my association with the City of Tyler to seek favors for myself or others.

Print Name: \_\_\_\_\_

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

## Information Authorization

I hereby authorize any city, county, state, former employer, or any other agency to furnish any member of the City of Tyler any information considered necessary for the purpose of processing this application. A copy of this authorization shall be considered as valid as the original.

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

## Letter of Understanding and Hold Harmless Agreement

I understand that I am not an employee of the City of Tyler. I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits other than set out below. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the City of Tyler and observe employees of the City of Tyler perform their duties. I understand that my status as a volunteer may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Tyler harmless in the event of accident or injury involving my volunteer service. I agree to indemnify the City of Tyler and its agents and employees from any and all claims, damages, losses, and expenses arising out of the above described observations, volunteer work, and related activities, which is for bodily injury, illness or death, or property loss of use.

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

SUBSCRIBED AND SWORN TO BE ME on this the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_