



HUMAN & SOCIAL SERVICES DEPARTMENT
 775-738-4375 • 775-738-5984 Fax
 Mailing • 571 Idaho Street • Elko, Nevada 89801
 Physical • 540 Court Street • Elko, Nevada 898801

VOLUNTEER APPLICATION
An Equal Opportunity Employer

If you have a disability and believe you require accommodation for the disability during the selection process, please contact us to make appropriate arrangements.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____

Telephone(s) Home () _____ Work: () _____ Cell: () _____

Are you 16 years of age or older? Yes No Are you 18 years of age or older? Yes No

Volunteer Position Applied For: _____ Department: _____

Are you currently employed by Elko County in any capacity? Yes No

If Yes, what department? _____ Job title _____

Have you been given a description or had the requirements of the volunteer work explained to you? Yes No

Do you understand the requirements? Yes No

Can you perform the requirements with or without accommodation? Yes No

List any other names, if any, you have used. _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? Yes No

School Name	Location	Hours Earned	Diploma, Degree or Certificate	Major Field of Study
Business/Technical/Vocational				
1.				
2.				
College/University (Undergraduate)				
1.				
2.				
Graduate School				

Days Available (Circle)	M	T	W	T	F	S	S
Hours Available							

LICENSES (Optional, unless required for the volunteer work for which you are now applying.)

List driver's license and other current licenses, certifications, or registrations required for the volunteer work for which you are applying. Indicate types, state license numbers, and expiration dates. _____

List any special skills you possess and/or equipment or office machines you can operate.

OTHER INFORMATION

If you are not a current employee of Elko County, have you previously worked for Elko County?

Yes No When? _____

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony or any lesser crime, other than a minor traffic infraction? Yes No A conviction or guilty plea will not necessarily disqualify you from volunteer work with Elko County. If yes, list all such offenses and provide date, name of court, and disposition. You may omit minor violations for which you paid a fine of \$50 or less.

Have you ever been disciplined in your employment related to workplace violence? Yes No If yes, please explain: _____

Do you presently use illegal drugs? Yes No

HISTORY OF VOLUNTEER ACTIVITIES AND PAID EMPLOYMENT

Provide information regarding paid and volunteer work (include military employment if duties/assignments relate to the job you are applying for). Describe your most recent experience first; then list other relevant positions in chronological order, working down from the most recent. Use additional sheets if necessary.

May we contact all employers listed? Yes No (Attach a list of any exceptions with an explanation.)

Employer: _____ Position: _____
 Address: _____ From (Mo./Yr.) _____ To (Mo./Yr.) _____
 City, State, Zip: _____ Hours per week _____ Paid or Volunteer
 Supervisor's Name/Title: _____ Telephone: _____

Paid or Volunteer Assignments:

HISTORY OF VOLUNTEER ACTIVITIES AND PAID EMPLOYMENT (continued)

Employer: _____ Position: _____
Address: _____ From (Mo./Yr.) _____ To (Mo./Yr.) _____
City, State, Zip: _____ Hours per week _____ Paid or Volunteer
Supervisor's Name/Title: _____ Telephone: _____
Paid or Volunteer Assignments:

Employer: _____ Position: _____
Address: _____ From (Mo./Yr.) _____ To (Mo./Yr.) _____
City, State, Zip: _____ Hours per week _____ Paid or Volunteer
Supervisor's Name/Title: _____ Telephone: _____
Paid or Volunteer Assignments:

Employer: _____ Position: _____
Address: _____ From (Mo./Yr.) _____ To (Mo./Yr.) _____
City, State, Zip: _____ Hours per week _____ Paid or Volunteer
Supervisor's Name/Title: _____ Telephone: _____
Paid or Volunteer Assignments:

Employer: _____ Position: _____
Address: _____ From (Mo./Yr.) _____ To (Mo./Yr.) _____
City, State, Zip: _____ Hours per week _____ Paid or Volunteer
Supervisor's Name/Title: _____ Telephone: _____
Paid or Volunteer Assignments:

Please state below any other information that would be helpful in determining your qualifications for the volunteer activities. You may include significant accomplishments, previous career highlights, or any other information that is not included in this volunteer application.

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the boxes to indicate you have read and understand each of the statements. If you have questions, contact _____.

- This is not an application for a paid position. Application for paid positions must be made on a separate application form.
- I authorize Elko County to contact any Elko County or individual to obtain from them any relevant information regarding my previous employment, volunteer services, education, certificates, licenses, military service, criminal history, characteristics or traits, or other qualifications for volunteering with Elko County. In addition, I authorize Elko County to conduct a background search which includes criminal history, military history, and if the position for which I am applying requires driving a vehicle, I authorize Elko County to conduct a Department of Motor Vehicles (DMV) search. I further authorize Elko County to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for volunteer employment.
- In exchange for Elko County's consideration of my volunteer application, I authorize anyone possessing this information to furnish it to Elko County upon request, and I release the individual company or institution and all individuals providing the information or acquiring the information, including Elko County, from all claims, liability, and damages whatsoever in furnishing, obtaining, or using said information including, but not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.
- I declare that I am offering to volunteer to provide services for civic, charitable, or humanitarian reasons and am doing so freely and without coercion, direct or implied, from Elko County. I recognize that I will not receive nor do I expect compensation for the services I am offering, other than possible nominal fees, paid expenses, or reasonable benefits which may be provided to me at the sole discretion of Elko County for performing the offered services. It is not my purpose nor my expectation that my services are in preparation for employment with Elko County.

The facts set forth in my volunteer application are true and complete. I understand that if asked to volunteer, any false statement on this application may result in my dismissal.

Signature of Applicant: _____ **Date:** _____