



CITY OF MCALLEN VOLUNTEER APPLICATION

General Requirement: Must be at least 16 years of age or older. Minors, under the age of 18, may volunteer with parental or legal guardian consent.

DEMOGRAPHIC DATA

Name: _____
Last First Middle

Address: _____
Street Apartment/Unit

City State Zip Code

Phone: _____ **Email:** _____

Event / Location volunteering for: _____

EDUCATIONAL BACKGROUND

List the highest level of education that you have completed:

- ☐ Elementary ☐ GED/HS Equivalency ☐ Associates Degree ☐ Masters Degree
☐ High School Diploma ☐ Some College ☐ Bachelors Degree ☐ Other: _____

AVAILABILITY

Date available to start volunteering: _____ Duration of volunteer commitment: _____

List days and hours available below:

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM							

SKILLS & ABILITIES

List any special skills and/or abilities which relate to the position you are volunteering in:

- ☐ Accounting/Business ☐ Customer Service ☐ Arts & Crafts ☐ Fund-Raising
☐ Clerical/Receptionist ☐ Greeting ☐ Desktop Publishing ☐ Internet Research
☐ Computers ☐ Recreational Activities ☐ Graphic Design ☐ Community Education
☐ Photography ☐ Public Speaking ☐ Statistical Research ☐ Translation/Languages
☐ Writing/Editing ☐ Other: _____

EMERGENCY CONTACT INFORMATION

Primary Contact:

Name: _____
Address: _____
Relationship: _____
Phone Number: _____

Secondary Contact:

Name: _____
Address: _____
Relationship: _____
Phone Number: _____

CRIMINAL/REFERENCE BACKGROUND CHECKS

In an effort to protect its citizens, employees, and resources from harm or loss, the City of McAllen conducts criminal and reference background checks on its volunteers. As a condition of volunteering with the City you are required to undergo a criminal and reference background check. Failure to provide accurate or complete information on your application may result in your placement being denied.

Needed to verify identity:

Date of birth (MM/DD/YYYY): _____ Place of birth (City, State): _____

A conviction may not disqualify you, but a false statement or failure to disclose may.

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication/probation for a felony or any lesser crime, other than a minor traffic infraction?

☐ Yes ☐ No

If you answered "Yes", please explain in concise detail in the box below, indicating the dates and nature of the offense, the name and location of the court and the final disposition of the case(s).

ACCOMODATIONS

If special accommodations are required, please contact the Human Resources Department at (956)681-1045 for assistance.

VERIFICATION OF INFORMATION

I hereby affirm that the information provided on this application and resume (if attached) is true and complete to the best of my knowledge. I understand that falsified information or significant omission(s) on this application may disqualify me from further consideration for any City of McAllen volunteer opportunities.



Signature: _____ Date: _____

If under age of 18:

Parent/Legal Guardian Signature: _____ Date: _____