



# Volunteer Application

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.

## I.) Demographic Data

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Apartment/Unit

City State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Why do you wish to volunteer for the City of McAllen?

Personal Interest  Work Experience  Skill Development  School Requirement

How did you hear of this volunteer opportunity?

Friend / Family Member  City of McAllen Website  
 Newspaper  McAllen Cable Network  Other \_\_\_\_\_

## II.) 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 \_\_\_\_\_

## III.) AVAILABILITY

Date available to start volunteering: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

List days and hours available:

Days	Hours
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

**IV) Skills and Abilities:**

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

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

**V) Emergency Contact Information**

Primary Contact:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_\_

Secondary Contact:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_\_

**VI.) 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: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

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

Have you ever been arrested for or convicted of a felony?  Yes  No  
Have you ever been arrested for or convicted of any violation of the law?  Yes  No  
Have you ever been subjected to a deferred adjudication on a felony or misdemeanor charge?  Yes  No

If you answered 'YES' to any of the above questions, 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).

**VII.) Accommodations:** If special accommodations are required please contact the Human Resource Department at 956-681-1045 for assistance.

**VIII.) 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 18:**

Parent / Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_