

Mediation & Restorative Justice Services

Application for Volunteer Position

INSTRUCTIONS

Each question should be fully and accurately answered. Please print legibly or type, except for the signature at the end of the application.

PERSONAL INFORMATION

Name: _____ Date: _____

Mailing Address: _____

E-mail Address: _____

Telephone Number: (home/cell) _____ (business) _____

Date Available for Volunteer Work: _____

Are you interested in volunteering for: Mediation? yes no not sure, send more info
Restorative Justice? yes no not sure, send more info

Are you age 18 or older? yes no **If no**, please list your date of birth: _____

Do you have a valid driver's license? yes no **If yes**, Driver's License #: _____

Have you volunteered for the City of Fort Collins before? yes no **If yes**, list the dates, department(s), and responsibilities: _____

Do you now have pending or have you ever been convicted of or received a deferred sentence, deferred judgment, or a deferred prosecution for a petty offense, misdemeanor traffic offense, (excluding civil traffic infractions), municipal code violation (excluding civil traffic infractions), misdemeanor, or felony, or been adjudicated as a juvenile for an offense that is public record?

yes no

If yes, please state the offense(s) that are pending or you were arrested for or convicted of and explain the date, location, nature and facts surrounding each offense:

EMPLOYMENT AND VOLUNTEER HISTORY

Please attach your resume showing relevant employment and volunteer experiences; include starting & ending dates, supervisor's name, and duties performed.

REFERENCES

List a minimum of 3 professional references and their contact information:

Name	How do you know him/her?	Phone and/or email

EDUCATION AND SKILLS

Please list any related education, vocational, technical, or military training. Also list your computer-related skills, ability to speak other languages, or other relevant additional information:

CERTIFICATION AND RELEASE

I certify that all statements made in this application are true and complete. I authorize the City to investigate all statements made as a part of this application and to secure any necessary information from all prior employers, volunteer programs, references, academic institutions, law enforcement agencies, other persons and entities, and public records. I hereby release all such persons, entities, employers, volunteer programs, references, institutions, agencies and the City from any and all liability arising from their giving or receiving information about my employment history, academic credentials, qualifications, reputation, driving record, and criminal record. A photocopy of this release can be used for all purposes.

I understand that any false answers or misleading statements as well as misrepresentations by omission made by me as part of my application, will be sufficient for rejection of my application or for my immediate discharge should one be discovered after I have started volunteer activities.

I understand that nothing in this volunteer application, in the City's statement of personnel policies or in my communication with any City employee or official is intended to create an employment contract between the City and me. Accordingly, either I or the City may terminate my volunteer status at-will at any time with or without cause or notice. I understand that the at-will nature of the volunteer relationship can only be changed in a specific writing signed by the Director of Human Resources. I understand that I will not be paid or receive any other remuneration for my services as a volunteer with the City.

I understand that successful completion of a background check is a qualification to work in certain programs.

I hereby acknowledge that I have read, understand, and agree to the preceding statements.

Applicant Signature: _____ Date: _____

PARENTAL CONSENT FOR APPLICANTS UNDER 18 YEARS OF AGE

As the parent or guardian of the above volunteer applicant, I hereby consent to his/her participation as a volunteer for the City of Fort Collins.

Printed Name of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Phone _____

Resume Substitute

Print/Type Your Name: _____

EMPLOYMENT AND VOLUNTEER HISTORY

List your current or most recent employment or volunteer experience FIRST. Please print legibly or type your responses.

1

Name of Business or Organization: _____

Address of Business or Organization: _____

Name of Supervisor: _____ Telephone No. _____

Responsibilities: _____

Worked with them from: (mm/yyyy)_____ to: (mm/yyyy)_____

Paid Employment? yes no Volunteer Work? yes no

2

Name of Business or Organization: _____

Address of Business or Organization: _____

Name of Supervisor: _____ Telephone No. _____

Responsibilities: _____

Worked with them from: (mm/yyyy)_____ to: (mm/yyyy)_____

Paid Employment? yes no Volunteer Work? yes no

3

Name of Business or Organization: _____

Address of Business or Organization: _____

Name of Supervisor: _____ Telephone No. _____

Responsibilities: _____

Worked with them from: (mm/yyyy)_____ to: (mm/yyyy)_____

Paid Employment? yes no Volunteer Work? yes no

Complete and attach additional sheets as needed.



Confidentiality Agreement

I, (print name) _____, as a volunteer City of Fort Collins, understand that acting in that capacity I will have access to certain information (the "Confidential Information"), whether of a technical, business or any other nature, disclosed in any manner, whether verbally, electronically, visually or in a written or tangible form, which is either identified as confidential or which should be reasonably understood to be confidential in nature.

Employee Confidential Information may include, but is not limited to, Social Security numbers, dates of birth, garnishments, child support, medical related data, police records, home address, telephone numbers, work schedules, and other individually identifiable information.

Customer Confidential Information may include, but is not limited to, Customer names, Social Security numbers, dates of birth, medical-related data, police records, work or home addresses, telephone numbers, work schedules, personal financial information, and other individually identifiable information.

I understand that as an authorized user of City of Fort Collins systems and network, I will have access to computing and networking resources to the extent necessary to perform my volunteer duties. I further understand that I must keep any passwords assigned to me for access to the computing and networking resources confidential.

I acknowledge that:

- It is my responsibility to maintain the Confidential Information in strict confidence;
- I will not use or permit others to use the Confidential Information except as required by volunteer duties; and
- I will take all reasonable measures to avoid disclosure, dissemination, or unauthorized use of the Confidential Information, except where disclosure is consistent with established City of Fort Collins policy, state or federal law.

Signature

Date

5. Light Indoor Duties-- computer work, research, data entry, filing, minute taking, mailings, etc.

_____ (initials of volunteer)

_____ (initials of volunteer manager)

City staff or other volunteers may take photos of volunteer activities for City marketing purposes unless a volunteer provides written notification to the City that he or she does not authorize use of volunteer's photos for this purpose.

I will not drive a vehicle to conduct City business unless authorized to do so by my City supervisor. I understand that I must report all traffic violation citations received while driving on City business, or any suspension or revocation of my driver's license, to a City supervisor immediately. Prior to conducting any City business in my automobile, I will secure and maintain all State of Colorado insurance requirements and hold a valid Driver's License any time I conduct City business in my automobile.

I understand that nothing in written materials provided to me by the City or in my communication with any City employee or official is intended to create an employment contract between the City and me. Accordingly, either the City or I may terminate my volunteer status at will at any time with or without cause or notice.

Signature _____

Date _____

Printed Name _____



MEDIATION & RESTORATIVE JUSTICE

Supplemental Questionnaire for Pro-Bono Mediators

Name

Date:

1) In a nutshell, why are you interested in being a pro-bono mediator with the City of Fort Collins?

2) What mediation-specific training have you completed (and when)?

3) Please describe your experience as a mediator in detail: How long have you been mediating? What times of conflicts? In what settings? Etc.

4) To what extent have you been exposed to cross-cultural training and/or experiences (including age, race, disability, socioeconomic class, religion, gender, sexual orientation, etc.)? Please explain.

