



# VOLUNTEER APPLICATION

20 East Main Street, Suite 130  
Human Resources Department  
P. O. Box 1466  
Mesa, AZ 85211-1466  
mesaaz.gov/volunteer

Thank you for considering the City of Mesa in your volunteer search.

**Please read the following tips** to ensure your application gets the consideration it deserves.

- Carefully review the Volunteer Announcement to guide you in describing your experience and to be sure that you meet the requirements of the position.
- Fill out the application completely.
- **Please type or print neatly in ink (preferably black).**
- Answer all questions completely and be sure to sign the application.

Volunteer Position Applied For: \_\_\_\_\_

Areas of Interest:  Arts & Cultural (Museums/Theaters)  Planning, Safety & Transportation  
 Fire  Library  Parks & Recreation  Neighborhood Services  
 Other (Specify) \_\_\_\_\_

Availability:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday  
 Mornings: (8 a.m. – noon)  Afternoons (Noon – 5 p.m.)  Evenings (5 p.m. – 10 p.m.)  
 \_\_\_\_\_ Hours Per Week  On-Call  Flexible

When would you be available to start volunteering? (Specify date) \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street - Apt. # or Mailing Address City State Zip Code

Home Phone (including Area Code) \_\_\_\_\_

Work/Message Phone (including Area Code) \_\_\_\_\_

e-mail address: \_\_\_\_\_

E-mail Address Type:  Home **OR**  Business

Do you have a valid Arizona Driver's License?  Yes  No

Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### How did you learn of this volunteer opportunity?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Internet (IN)   | <input type="checkbox"/> AZ Informant (AI) | <input type="checkbox"/> Asian Times (AT)       |
| <input type="checkbox"/> AZ Republic (RG)  | <input type="checkbox"/> Job Fair (JF)     | <input type="checkbox"/> Job Hotline (JH)       |
| <input type="checkbox"/> Walk-in (WI)  | <input type="checkbox"/> Mesa Tribune (MT) | <input type="checkbox"/> Spanish Newspaper (SP) |
| <input type="checkbox"/> Employee notified me of opening (EN)  | <input type="checkbox"/> Tucson Star (TS)  |   |
| <input type="checkbox"/> I am a current/former employee (CE) <b>List Employee ID Number #:</b> _____ |  |   |
| <input type="checkbox"/> Community Svc. Org (CS) Specific Source: _____                              |  |   |
| <input type="checkbox"/> Other (OT) Specify: _____   |  |   |

### Education – Indicate highest level achieved

- |   |   |
|---|---|
| <input type="checkbox"/> Less than 10 <sup>th</sup> Grade   | <input type="checkbox"/> Bachelor's Level Degree  |
| <input type="checkbox"/> Completed 10 <sup>th</sup> Grade   | <input type="checkbox"/> Some Graduate School     |
| <input type="checkbox"/> Completed 11 <sup>th</sup> Grade   | <input type="checkbox"/> Master's Level Degree    |
| <input type="checkbox"/> High School Graduate or Equivalent | <input type="checkbox"/> Doctorate - Academic     |
| <input type="checkbox"/> Trade/Technical School             | <input type="checkbox"/> Doctorate - Professional |
| <input type="checkbox"/> Some College                       | <input type="checkbox"/> Post Doctorate           |
| <input type="checkbox"/> 2-Year College Degree              |   |

Hours Earned	Date Graduated	Country	Major	Name of College/University Trade/Technical School	State

License or Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Professional Memberships**

Name of Organization: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
 Name of Organization: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Language Details	Indicate proficiency in each: Speaking, Reading, Writing (High/Low/Moderate)		
	Speaking	Reading	Writing
Language _____			

**Current and Prior Employment**

- List employment history, military, and volunteer experience beginning with your most recent employment.
- Please include any relevant experience prior to the last ten years as it relates to this position.
- **Do not write "See Resume" in the spaces below instead of completing the following employment information.** You may attach your resume to supplement the information you provide here.
- List your present or most recent position first. **If more space is required, fill out a blank sheet of paper.**

**PRESENT/MOST RECENT EMPLOYER** Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
 Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_ Hours/Week \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_  
 Major Duties \_\_\_\_\_

**PREVIOUS EMPLOYER** Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
 Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_ Hours/Week \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_  
 Major Duties \_\_\_\_\_

**PREVIOUS EMPLOYER** Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
 Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_ Hours/Week \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_  
 Major Duties \_\_\_\_\_

**PREVIOUS EMPLOYER** Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
 Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_ Hours/Week \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_  
 Major Duties \_\_\_\_\_

Are you 18 years of age or older?  Yes  No If under 18, how old are you? \_\_\_\_\_

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**REFERENCES:** List two people, not related to you, whom you have known for at least one year.

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

Home Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Have you ever been convicted of any crime?  Yes  No

If yes, nature of crime, date, and location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby apply for work as a volunteer with the City of Mesa. I understand that I will be expected to follow established policies and procedures and a mutually acceptable work schedule for a minimum of four hours per week or a total of 50 hours within a thirteen-week period. I will promptly notify my supervisor if I am unable to work as scheduled.

**Certification of Applicant:** I hereby certify that all answers to the questions on this application are true, and I understand and agree that any misstatement or omission of material facts contained in this application may disqualify me for a volunteer opportunity. I hereby authorize the City of Mesa to verify the accuracy of the statements on this application, and for assignments considered safety or security sensitive, authorize the City to conduct fingerprinting for background checks through the Department of Public Safety and the Federal Bureau of Investigation. I understand that while volunteering, I will be covered by the City of Mesa Workers' Compensation policy under ARS statute 23-901.06.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

APPLY: CITY OF MESA HUMAN RESOURCES  
MESA CITY PLAZA  
20 EAST MAIN STREET, SUITE 130  
MESA, ARIZONA 85201  
7:00 a.m. - 6:00 p.m. Monday - Thursday

MAIL APPLICATIONS TO:  
CITY OF MESA HUMAN RESOURCES  
P. O. BOX 1466  
MESA, AZ 85211-1466

Website: [mesaaz.gov/jobs](http://mesaaz.gov/jobs)  
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759  
OR 1-800-662-5053 Toll Free