



# VOLUNTEER APPLICATION ADULT

212 North Border Avenue, Tyler TX 75702 903.531.1100

Dear Applicant,

Thank you for your interest in volunteering with The City of Tyler. Your willingness to contribute your time and skills to support local government is warmly welcomed.

Please review the steps to become a volunteer:

- Fill out the attached Volunteer Application, Criminal History Verification, and Comprehensive Background Investigation forms.
- Submit all forms along with a government-issued photo ID.
- Attend a Volunteer Orientation with the Volunteer Coordinator.
- The Volunteer Coordinator may then assign you to your preferred position within a city department or at a special event.

Please send all documents to the Volunteer Coordinator by email or deliver them in person at City Hall. We look forward to working with you!

Thank you,

Volunteer Tyler  
212 N. Border Avenue  
Tyler, TX 75702

Phone: 903-595-7243

Fax: 903-531-1248

Email: [isukiennik@tylertexas.com](mailto:isukiennik@tylertexas.com)



**\*\*\*PLEASE RETAIN THIS PAGE FOR YOUR RECORDS\*\*\***



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☐ Government-issued photo identification submitted with application

## PERSONAL INFORMATION

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## EDUCATION & MILITARY EXPERIENCE

Circle the highest level of education completed: High School 9 10 11 12 College 13 14 15 16 17+

High School: \_\_\_\_\_ City / State: \_\_\_\_\_

College: \_\_\_\_\_ City / State: \_\_\_\_\_

Degrees or Certificates Earned: \_\_\_\_\_

Military Service Branch: \_\_\_\_\_ Specialty Training: \_\_\_\_\_

## EMPLOYMENT HISTORY

Please list three (3) most recent jobs

Company: \_\_\_\_\_ Dates From / To: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Company: \_\_\_\_\_ Dates From / To: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Company: \_\_\_\_\_ Dates From / To: \_\_\_\_\_

Job Duties: \_\_\_\_\_

## VOLUNTEER INTEREST

How did you hear about Volunteer Tyler?

Why are you interested in volunteering for the City of Tyler?

What other volunteer work have you been involved in?

Do you have any special skills or experience to share as a volunteer?



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**Check all departments you are interested in volunteering with:**

<input type="checkbox"/> <b>Airport</b> Tour Guide, Filing	<input type="checkbox"/> <b>Information Technology</b> Installing computers, Answer Phones	<input type="checkbox"/> <b>Planning</b> Special Projects, Front Desk
<input type="checkbox"/> <b>City Hall</b> Receptionist, Filing, Data Entry	<input type="checkbox"/> <b>Legal Services</b> Filing, Data Entry	<input type="checkbox"/> <b>Police Department</b> Data Management, Parking Enforcement
<input type="checkbox"/> <b>Communications</b> Photography, Filming, Documentation	<input type="checkbox"/> <b>Liberty Hall</b> Special Events, Hospitality Liaison	<input type="checkbox"/> <b>Transit</b> Answer Phones, Route Assistance
<input type="checkbox"/> <b>Gallery Main Street</b> Art Gallery Opening	<input type="checkbox"/> <b>Municipal Court</b> Data Entry, Processing Paperwork	<input type="checkbox"/> <b>Tyler Public Library</b> Shelf Reading, Book Buddies
<input type="checkbox"/> <b>GIS</b> Data Management, Mapping	<input type="checkbox"/> <b>Neighborhood Services</b> Answering Phones, Filing	<input type="checkbox"/> <b>Vehicle Services</b> Driver, Parts Runner, Inventory
<input type="checkbox"/> <b>Human Resources</b> Receptionist, Filing	<input type="checkbox"/> <b>Parks &amp; Recreation</b> Rose Garden, Rec Centers, Goodman Museum	<input type="checkbox"/> <b>Other</b> Special Events, Administrative/Clerical, Outreach Services, Labor & Maintenance

## Letter of Understanding and Hold Harmless Agreement

I understand that I am not applying to be an employee of the City of Tyler. I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the City of Tyler and observe employees of the City of Tyler perform their duties. I understand that my status as a volunteer may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Tyler harmless in the event of accident or injury involving my volunteer service. I agree to indemnify the City of Tyler and its agents and employees, from any and all claims, damages, losses, and expenses arising out of the above described observations, volunteer work, and related activities, which is for bodily injury, illness or death, or property loss of use.

**The City of Tyler reserves the right to decline any applicant for a volunteer position with the City of Tyler who has:**  
Been convicted of a felony, committed an unlawful sexual act or any other violation of the law, or any other conduct or pattern of conduct that would disrupt, diminish or otherwise jeopardize public trust in the offices of the City of Tyler.

*NOTE: The City will review all applications fairly and honestly. Any commission of the listed behavior does not mean the applicant will be automatically disqualified. However, we will conduct a criminal background check in conjunction with your volunteer application; the consent form for the background check is attached. Once you are approved to volunteer with the City, you will be required to attend an orientation session before you can begin volunteering.*

**The City of Tyler shall not discriminate against any applicant due to age, sex, marital status, national origin, religion, race, disability or other protected group under federal, state, or local law. The City of Tyler supports a drug and alcohol free workplace policy.**

I have read and understand the above.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Volunteer Services Coordinator**

\_\_\_\_\_  
**Date**

## Authorization for Criminal Background Check

I, \_\_\_\_\_, hereby authorize the *City of Tyler* to investigate my criminal background and qualifications for purposes of evaluation my qualifications for the position for which I am applying. I understand that the *City of Tyler* may utilize an outside firm to assist in verifying such information. I authorize such investigation by City personnel and/or outside entities of the company's choice. I also understand that if I reconsider my authorization for a criminal background check, the city will pull my application for employment, and the investigation process will cease.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM IS NOT TO BE USED AS A CONSENT / AUTHORIZATION FORM.**

Agency to retain this CCH Verification Form for DPS auditing purposes.

## DPS Computerized Criminal History (CCH) Verification Form

**Section 1: Applicant must acknowledge the information in Section 1. Signature & date required.**

Applicant Name (Print):

I acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F <https://statutes.capitol.texas.gov/>.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method.

**Optional Only:** If the agency directly requests that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search, I can make an appointment with the Fingerprint Applicant Services of Texas (FAST) by visiting the [Crime Records General Information | DPS \(texas.gov\)](#) Review of Personal Criminal History or call the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

Applicant Signature:	Date:
Sign and date to acknowledge the statement above.	

**Section 2: Agency use only. Must be completed by authorized personnel conducting search.**

Agency Name:	City of Tyler
Authorized Searcher:	
Signature of Authorized Searcher:	
Date of Search:	

**Section 3: Agency use only. Name Based CHRI / CCH Tracking information. Check all that apply.**

Purpose for CHRI Search.	<input type="checkbox"/> Applicant <input checked="" type="checkbox"/> Volunteer <input type="checkbox"/> Contractor <input type="checkbox"/> Other:
Is any part of CHRI stored by agency?	<b>Reminder: DPS does not recommend storing any part of CHRI.</b> <input checked="" type="checkbox"/> NO, CHRI <span style="color: red;">is not</span> stored by agency. <input type="checkbox"/> YES, CHRI <span style="color: red;">is</span> stored by agency.
CHRI Retention Period	<input type="checkbox"/> Temporarily Only <input type="checkbox"/> Annual <input checked="" type="checkbox"/> None Stored/Saved <input type="checkbox"/> Other:
CHRI Storage Method	<input type="checkbox"/> Physical/Printed (paper copy) <input type="checkbox"/> Digital/Electronic (on device/computer)
CHRI Retention Purpose	Explain: N/A
Date CHRI Destroyed	<b>Reminder: CHRI must be destroyed after authorized purpose has ended.</b> N/A
Destruction Method	Explain: N/A

[CHRI + Audit Resources \(CJIS Launch Pad\) link](#)

# Comprehensive Background Check for Employment

Reason for Background Check (Select One):

☐ Pre-Employment ☐ Annual Cash Handling ☒ Volunteer ☐ Temporary Employee ☐ Independent Contractor

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

Other Names/Aliases (Including Maiden Name): \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

IN THE PAST 10 YEARS, HAVE YOU BEEN CONVICTED OF **ANY** CRIME, FELONY, OR MISDEMEANOR? INCLUDING CONVICTIONS RESULTING IN DEFERRED ADJUDICATION. REGARDLESS OF THE NATURE OF THE CRIME?

PLEASE CIRCLE: **YES** or **NO**

Initial here to confirm you've read and understood the statement above.: \_\_\_\_\_

If you circled **YES** above, please explain, including the date of conviction, city/county/state of jurisdiction, nature of the crime, and outcomes (i.e., jail, probation, deferred adjudication, paid fine, etc.). If you circled **NO** above, please write "**N/A**" below:

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

Have you lived outside of the State of Texas in the Last 10 Years? If No, write "**NO**." If YES, please list all states you have lived in:

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

## Authorization and Disclosure for Background Investigation

In connection with my application for employment or my interest in serving as an independent contractor, I understand that a background investigation will be conducted. This investigation may include, but is not limited to, verification of my criminal history, sex offender status, Social Security number authenticity, driver's license validity, address history, and employment references—including information regarding my character, work habits, performance, experience, job titles, duties, dates of employment, and reasons for separation.

I further understand that, as permitted by applicable policy and consistent with the responsibilities of the position or services to be performed, additional information may be obtained from public and private sources. This may include motor vehicle records, civil court records, educational background, professional credentials, and credit history.

In accordance with the Fair Credit Reporting Act (FCRA), I understand that if any adverse employment decision is made based on information obtained from a consumer reporting agency, I will be notified and provided with the name and contact information of the agency that supplied the report.

I acknowledge that a facsimile or photographic copy of this authorization shall be considered as valid as the original. I hereby authorize, without reservation, any law enforcement agency, educational institution, information service bureau, employer, or reference contacted by the City of Tyler to furnish the information described above.

I release all individuals, agencies, and entities providing such information from all liability arising from the release or use of this information in connection with my application or contract.

I understand that the Age Discrimination in Employment Act of 1987, as amended, prohibits discrimination based on age for individuals who are 40 years of age or older. Any request for my date of birth is solely for the purpose of conducting consumer reports and background checks.

I certify that all information I have provided is true, complete, and accurate to the best of my knowledge.

## Acknowledgment and Disclosure Statement

By signing below, I acknowledge that I have read and understand the purpose of this document, including the implications of providing false or misleading information. I affirm that I have disclosed all criminal offenses—felony or misdemeanor, including those resulting in deferred adjudication, occurring within the past ten (10) years, regardless of the nature of the offense.

I understand that failure to fully disclose any criminal convictions may result in the withdrawal of a conditional offer of employment. If employment or a contractual relationship with the City of Tyler has already commenced, such failure may lead to immediate termination of employment or contract.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_