



### ADULT VOLUNTEER APPLICATION

(For those ages 18+ who plan to volunteer for more than one day)

If you are interested in becoming an active volunteer, you must complete and submit an Adult Volunteer Application. Forms are available at City Hall, Human Resources Department, 32400 Paseo Adelanto, San Juan Capistrano, CA 92675 and on the City's website at [www.sanjuancapistrano.org](http://www.sanjuancapistrano.org).

Once all paperwork is complete, please mail or hand-deliver to the Human Resources Department located at address above. If you have any questions, please contact us at 949/443-6322 or at [hr@sanjuancapistrano.org](mailto:hr@sanjuancapistrano.org).

<b>LAST NAME:</b>		<b>FIRST NAME:</b>		<b>MI:</b>	<b>HOME NUMBER:</b>	<b>CELL NUMBER:</b>
<b>EMAIL ADDRESS:</b>				<b>WHAT IS THE BEST WAY TO CONTACT YOU?</b>		
				<input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Email		
<b>HOME ADDRESS (NUMBER &amp; STREET)</b>				<b>APT#</b>	<b>CITY</b>	<b>STATE</b>
						<b>ZIP</b>
<b>WHAT VOLUNTEER OPPORTUNITIES INTEREST YOU (Please check all that apply):</b>						
<input type="checkbox"/> Special Events		<input type="checkbox"/> Public Safety		<input type="checkbox"/> Other _____		
<input type="checkbox"/> Office Work (i.e. filing, typing)		<input type="checkbox"/> Sports (general)		<input type="checkbox"/> Landscape/Maintenance		
<b>IS THERE ANY MEDICAL/PHYSICAL CONDITION WHICH WOULD LIMIT YOUR ABILITY TO PERFORM ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING?</b>						
<input type="checkbox"/> No <input type="checkbox"/> Yes				<b>If yes, please explain below:</b>		
<b>HAVE YOU EVER BEEN CONVICTED OF ANY FELONY OR MISDEMEANOR (OTHER THAN JUVENILE CONVICTIONS) UNDER YOUR PRESENT OR PAST NAME? PLEASE INCLUDE ANY CONVICTIONS THAT HAVE BEEN EXPUNGED OR SEALED BY THE COURT.</b>						
<input type="checkbox"/> No <input type="checkbox"/> Yes				<b>If yes, please explain below:</b>		
Describe:				When:		
Where:				Outcome:		
<b>EMERGENCY CONTACT #1:</b>						
Name:				Relationship to you:		
Phone:				Alternate Phone:		
<b>EMERGENCY CONTACT #2:</b>						
Name:				Relationship to you:		
Phone:				Alternate Phone:		



City of San Juan Capistrano  
Volunteer Program & Policy Manual

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OCCUPATION:		SPECIAL SKILLS, CERTIFICATIONS, LICENSES	
DO YOU HAVE A VALID CA DRIVER'S LICENSE		If yes, Driver's License Number	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
DAYS/HOURS AVAILABLE			
Sunday:	Monday:	Tuesday:	Wednesday:
Thursday:	Friday:	Saturday:	
ADDITIONAL COMMENTS:			

**BY SIGNING BELOW**

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I understand that any false statements in my application will subject me to disqualification.

I understand that before performing the duties of a volunteer with the City of San Juan Capistrano, all paperwork must be submitted and approval must be received by the Human Resources Department. I also understand that, depending on my volunteer position, I may be subject to a formal screening process, including but not limited to, background checks and fingerprinting, and cannot begin said volunteer position until cleared.

I understand that the City of San Juan Capistrano reserves the right to use photos taken during events/projects for promotional purposes, including publishing in newsletters, brochures, and the City's website.

**Applicant's Signature:** \_\_\_\_\_

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