

VOLUNTEER APPLICATION

Human Resources Department
100 S. Monroe St.
Eagle Pass, Texas 78852
T: 830.773.1111 F: 830.773.3581



Personal Information (PRINT)

Last Name _____ First Name _____ MI _____
Address: _____ City, State, Zip _____
Home Phone: (____) _____ Cell Phone: (____) _____
E-mail Address: _____ DOB: ____/____/____*

*Volunteers must be age 14 years or older. If under the age of 18 years, a parent/guardian must sign below.

Emergency Information

In case of emergency while I am volunteering, contact:

Name: _____ Relationship: _____
Address: _____ City, State, Zip _____
Home Phone: (____) _____ Cell Phone: (____) _____
Work Phone: (____) _____ Other: (____) _____

Release of Liability Agreement

I assume all risks associated with the participation of my volunteer services and hereby forever release and indemnify the City of Eagle Pass, its City Council, City Manager, directors, officers and employees against any and all liability, damages or causes of action (however named and described), and against any and all claims, damages, liabilities, costs and expenses, including reasonable attorney's fees, arising out of my volunteer work, including without limitation any personal injuries, illnesses, damage to property, or aggravation to pre-existing injuries which may be incurred as a result of my services offered on a volunteer basis to the City of Eagle Pass.

I understand and agree to the terms outlined in the Release of Liability.

(Initials)

Confidentiality Agreement

As a volunteer at the City of Eagle Pass, I may hear and/or see personal, privileged, or confidential information concerning the City of Eagle Pass' operations, citizens, personnel, and/or other individuals and organizations with whom the City of Eagle Pass is associated. I will ensure that this information remains confidential and is not disclosed, whether I am actively engaged in volunteer activities, or my volunteer involvement with the City of Eagle Pass has ended for any reason. Failure to comply with the confidentiality policies of the organization may result in disciplinary actions, including my dismissal as a volunteer.

I understand and agree to the terms outlined in the Confidentiality Agreement.

(Initials)

I understand submitting an application does not designate me as a City volunteer and I further understand that at any time I or the City can dismiss my volunteer services with or without cause.

By signing below I certify that the above information is true and correct and I agree to the Volunteer Guidelines.

Volunteer's Signature: _____ **Date:** _____

Parent/Guardian's Name (PRINT): _____

Parent/Guardian's Signature: _____ **Date:** _____

If applicable, parent/guardian consent is required to participate. Parent/Guardian's signature above indicates consent.

I agree to a work arrangement with the above Volunteer and I agree to the Volunteer Guidelines:

_____ Department Head/Date _____ Department

CITY OF EAGLE PASS VOLUNTEER GUIDELINES

If the Department and volunteer agree to a working arrangement, a Volunteer Application must be completed and filed with Human Resources Department. Volunteers working with minors, highly confidential information, including any position with the Police Department, and/or with access to monies, will be asked to complete a Consumer Disclosure and Authorization Form and successfully complete a background check before beginning volunteer services. For all other volunteering, Human Resources Department shall run the applicant's data through the U.S. Department of Justice National Sex Offender Public Registry Website at <https://www.nsopw.gov/> to ensure compliance with applicable federal and state regulations.

Roles and Responsibilities

Supervisors: Through the guidance of a supervisor, volunteers are able to develop important work skills, while giving back to the community through their service to the City.

It is the responsibility of the supervisor, or designee, to familiarize volunteers with the Department's policies, rules and regulations, provide on-the-job training and supervision, and establish goals for each specific assignment.

Volunteers: The volunteer is to dedicate time and talent to the Department in exchange for valuable work experience. Volunteer services are unpaid.

It is the responsibility of the volunteer to complete assignments as directed by the supervisor and conduct themselves in a professional manner while performing volunteer duties.

Both volunteers and supervisors are responsible for the proper completion and accuracy of timesheets.

Child Labor Laws (14 through 17 years old)

All federal and state Child Labor Laws apply. Children 14 through 17 years of age can participate with written parental consent. Volunteer work should not interfere with a child's education and should not pose a threat to the child's health, safety, or general well-being.

Prohibited duties include: driving of motor vehicles, outside helping on any public road or highway, excavation activities, operating or working near heavy equipment/machinery, working with or assisting with power-driven tools or machines, and other duties that may be deemed hazardous for this age group.

Additional prohibited duties for 14 and 15-year-olds include: use of public messenger service(s), warehousing and storage, communications and public utilities, construction, maintenance or repairs, outside window washing, use of ladders, scaffolds or their substitutes, cooking, baking, loading and unloading goods, and other duties that may be deemed hazardous for this age group.

Work times for 14 and 15-year olds: 1) cannot work more than 8 hours/non-school day or more than 40 hours/non-school week, 2) cannot work more than 3 hours/school day or 18 hours/school week, 3) cannot work during school hours 4) may work only between 7 a.m. and 7 p.m. during the school year; however, between June 1 and Labor Day, may work between 7 a.m. and 9 p.m.

For more information on Child Labor Laws and penalties for violations of Chapter 51, Texas Labor Code and Federal Labor Standard Act, please refer to the Texas Workforce Commission Child Labor Laws Poster LLCL-70 or call 1-800-832-9243 / TDD 1-800-735-2989.