

Current Employer: _____ Phone #: _____

Current Job Title: _____ Supervisor's Name: _____

Educational Level: 6 7 8 9 10 11 12 Undergraduate 1 2 3 4 5 6 7 Graduate 1 2 3 4 5 6 7

Course of Study: _____ Degree: _____

Describe what skills you have to offer. (Examples: typing skills, computer software knowledge, technical skills, etc.) _____

Please list employment related experience: _____

STATEMENT OF CERTIFICATON

I understand that as a volunteer for the City of Portsmouth, I must follow all policies and procedures of the City and assigned Department. I agree to hold harmless the City of Portsmouth, Department employees, and any organization co-sponsoring programs from and against any and all liability connected with my participation in the City of Portsmouth Volunteer Program.

My signature below verifies that all statements made on this application are true and complete to the best of my knowledge. I understand any misstatement, misrepresentation or omission of material facts shall cause forfeiture of all rights as a volunteer for the City of Portsmouth. I accept the rules and regulations of the City of Portsmouth Volunteer Program.

If applicable, I understand that my volunteering may be conditional upon State Police verification of criminal history, Federal Bureau of Investigations verification of criminal history, and Department of Social Services child abuse/neglect checks at my expense. If the information discloses child abuse or neglect and /or criminal history record is deemed unsatisfactory, I understand that my services will not be accepted or be immediately terminated.

I understand that it is my responsibility to request a Criminal Record Release Form from the Portsmouth Police Record Division at my expense (currently \$5.00). I am responsible for submitting the criminal record release along with this Volunteer Application to the Department of Human Resource Management.

Send the completed application to:

**Portsmouth Pride Volunteer Program
Department of Human Resource Management
801 Crawford Street
Portsmouth, VA 23704
Fax: 757-393-8697**

I certify that I have read and understand the above statement or have had it read to me for my understanding.

Volunteer Signature

Date