

# APPLICATION FOR VOLUNTEER

APPLICATION MUST BE COMPLETED IN INK OR TYPEWRITTEN

1. Position VOLUNTEER IN POLICE SERVICE - VIPS  
 applying for (Show exact title - Separate application required for each position.)

2. Name \_\_\_\_\_  
 (PRINT) LAST NAME FIRST MIDDLE

3. Address \_\_\_\_\_  
 No. and Street Apt. No.  
 \_\_\_\_\_  
 City and State Zip Code

Home Phone: \_\_\_\_\_  
 4. Social Security No. \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 \*Use of your Social Security number is voluntary. Social Security numbers are used for identification purposes only. If you do not wish to use your Social Security number, we will assign you an identification number.

4A. Driver's Lic. No. \_\_\_\_\_ Expires     /    /      
 MO DAY YR



THE CITY OF  
**MERCED**

AN AFFIRMATIVE ACTION  
 EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF  
 POLICE  
 611 W. 22<sup>ND</sup> STREET  
 MERCED, CA 95340  
 PHONE (209) 385- 6912

## APPLICATION ACCEPTANCE POLICY

A COMPLETE APPLICATION IS REQUIRED FOR EACH VOLUNTEER APPLICANT. EVERY APPLICATION WILL BE REVIEWED BY ONE OR ALL OF THE VOLUNTEER COORDINATORS. EACH APPLICANT WILL BE NOTIFIED AS TO WHEN THEY WILL BE ASKED TO PARTICIPATE IN AN ORDAL BOARD SCREENING PROCESS.

### DEPARTMENT USE ONLY

Received by \_\_\_\_\_

Approved by \_\_\_\_\_ Rejected by \_\_\_\_\_

Reason \_\_\_\_\_

### NOTICES MAILED

Written \_\_\_\_\_ Performance \_\_\_\_\_ Oral \_\_\_\_\_

### APPLICABLE EXPERIENCE

**Experience** - Be careful to include the following when filling in below spaces:

5. A. Show your **present job first**.  
 B. Use a separate block for each **job title** (even those with same employer)  
 (1) Show all experience applicable to position.

- (2) Please use **additional** sheets if necessary to describe job duties.  
 (3) Keep in mind - your acceptance depends on the **completeness and applicability** of the information you show.  
 (4) Show **exact** job Title and **specific** duties which you performed.

From Month Day Yr.	To Month Day Yr.	<b>Your Present or Last Job Title:</b>	<b>Employer's Name, Address:</b>
<b>Salary:</b>		<b>Your Duties:</b>	
		Supervisor:	<b>Reasons for Leaving:</b>
From Month Day Yr.	To Month Day Yr.	<b>Your Job Title:</b>	<b>Employer's Name, Address:</b>
<b>Salary:</b>		<b>Your Duties:</b>	
		Supervisor:	<b>Reasons for Leaving:</b>
From Month Day Yr.	To Month Day Yr.	<b>Your Job Title:</b>	<b>Employer's Name, Address:</b>
<b>Salary:</b>		<b>Your Duties:</b>	
		Supervisor:	<b>Reasons for Leaving:</b>
From Month Day Yr.	To Month Day Yr.	<b>Your Job Title:</b>	<b>Employer's Name, Address:</b>
<b>Salary:</b>		<b>Your Duties:</b>	
		Supervisor:	<b>Reasons for Leaving:</b>

(SEE REVERSE SIDE)

6. All applicants who are offered a VOLUNTEER position with the City of Merced POLICE DEPARTMENT will be fingerprinted and must successfully pass a criminal background check prior to employment. Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. **Do not include:** (a) Any arrest or detention which did not result in conviction, (b) any conviction for which the records have been judicially ordered sealed, expunged, or statutorily eradicated, (c) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to Penal Code Section 1203.4, (d) any arrest for which a pretrial or post-trial diversion program has been successfully completed, (e) convictions more than two years old for violation of Health & Safety Code Sections 11357(b) or (c), (f) traffic violations under \$150.00, and (g) convictions prior to 1976 for violation of Health & Safety Code Sections 11364, 11365 and 11550, as related to marijuana.

A. Have you ever been convicted as an adult of a crime other than a minor traffic violation? Yes No

B. Have you been arrested for and charged with a crime for which you are currently out on bail or on your own recognizance pending trial? Yes No

If you answered YES to either of the above questions, attach an additional sheet and give (1) the date, (2) the charge or offense, (3) the City and State, (4) the court, and (5) the action taken. Failure to list all convictions other than those excluded above may disqualify you from further consideration.

7. Have you ever been discharged from any employment or ever forced to resign? If YES, give details in Item 17. Yes No

8. A. Are you now or have you ever been employed by the City of Merced? If yes, give details in Item 17. Yes No

C. Have you ever taken an exam given by the City of Merced? If yes, give details in Item 17. Yes No

9. Are you related by blood or marriage to any person presently employed by the City of Merced? Yes No  
   
If yes, give name, relationship, and department in which employed in Item 17.

10. If offered employment, would you be able to produce proof that you have a legal right to work in the U.S.? Yes No

11. Are you applying for Veteran's Preference Points? (To apply for Veteran's Preference Points, submit a copy of your DD-214 verifying eligible service along with your application before final filing date.) Yes No

12. Did you graduate from High School, pass the State High School equivalency Exam, or do you possess a GED High School Level Certificate? Yes No

Name of High School \_\_\_\_\_  
Location of School \_\_\_\_\_

13. Colleges and Schools attended after High School.

Name Indicate where located and if graduate school or college	Major	Date Graduated	Total Units or Hours	Degrees Received

14. Do you possess any job related license or certificate

a. Title \_\_\_\_\_

b. License No \_\_\_\_\_

c. Issuing State \_\_\_\_\_

d. Date Issued \_\_\_\_\_ Expiration \_\_\_\_\_

15. Computer Proficiency (If more space is needed, attach additional sheet.)

Computer Skills:	Names of Programs:
Word Processing _____	_____
Spreadsheet _____	_____
Database _____	_____
Programming _____	_____
Keyboarding - Words per minute _____	

16. LIST THREE REFERENCES (Not relatives or previous employers)

Name	Address	Phone Number

17. ADDITIONAL REMARKS (Attach extra sheet if necessary)

CERTIFICATE OF APPLICANT (Read this statement carefully before signing.): I hereby certify that all statements made on or in connection with this application, including those regarding my training and experience, are true and complete to the best of my knowledge and belief and understand and agree that any misstatements or omissions of material fact herein will cause forfeiture on my part of all rights to employment by the City of Merced.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date