



CITY OF LARAMIE
P. O. BOX C
LARAMIE, WY 82073

Return to:
City of Laramie
Human Resources
406 Iverson St.
PO Box C
Laramie WY 82073
307-721-5251
FAX 307-721-5307

VOLUNTEER APPLICATION FORM

When applying for a Volunteer Position with the City of Laramie, please complete the Training/Skills/Experience Information Sheet.

DATE: _____

NAME: _____ SOCIAL SECURITY NO.: _____
Last First Middle

PRESENT ADDRESS: _____ PHONE: _____
No. Street City State Zip
E-MAIL: _____

PERMANENT ADDRESS: _____ PHONE: _____
No. Street City State Zip

DRIVER'S LICENSE NO.: _____ COMMERCIAL _____ EXPIRATION DATE: _____

HAVE YOU WORKED FOR THE CITY OF LARAMIE BEFORE? _____ IF YES, WHEN? _____

POSITION APPLYING TO VOLUNTEER FOR: _____

WHEN WOULD YOU BE AVAILABLE TO VOLUNTEER?
START DATE? _____ END DATE? _____ SPECIFY DAYS AND HOURS IF PART-TIME _____

Are there additional skills, experiences, qualifications, vocational training, or licenses/certificates you feel would particularly prepare you for a job with Parks & Recreation? _____

| EDUCATION SCHOOL | NAME | YEARS ATTENDED | GRADUATE | INTEREST OR MAJOR |
|------------------|------|----------------|----------|-------------------|
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| OTHER | | | | |

PRIOR WORK HISTORY

List all positions you have held, in order last or first. Please provide complete information.

| | | | | |
|--|-------------|----------|------------------------|--------------|
| Name of Employer: _____ | | | | |
| Employer's Address: _____ | | | | |
| | Street | City | State | Zip |
| Name of Last Supervisor: _____ Telephone No. _____ | | | | |
| Employed: | From: _____ | To _____ | Salary: Starting _____ | Ending _____ |
| Job title and description of duties performed: _____ | | | | |
| | | | | |
| | | | | |

| | | | | |
|--|-------------|----------|------------------------|--------------|
| Name of Employer: _____ | | | | |
| Employer's Address: _____ | | | | |
| | Street | City | State | Zip |
| Name of Last Supervisor: _____ Telephone No. _____ | | | | |
| Employed: | From: _____ | To _____ | Salary: Starting _____ | Ending _____ |
| Job title and description of duties performed: _____ | | | | |
| | | | | |
| | | | | |

| | | | | |
|--|-------------|----------|------------------------|--------------|
| Name of Employer: _____ | | | | |
| Employer's Address: _____ | | | | |
| | Street | City | State | Zip |
| Name of Last Supervisor: _____ Telephone No. _____ | | | | |
| Employed: | From: _____ | To _____ | Salary: Starting _____ | Ending _____ |
| Job title and description of duties performed: _____ | | | | |
| | | | | |
| | | | | |

MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? IF NOT, INDICATE WHICH ONES: _____

APPLICANT'S CERTIFICATION AND AGREEMENT (PLEASE READ CAREFULLY)

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application or interview may be justification for refusal of, or if employed, termination from employment.
2. It is my understanding that the City will make a thorough investigation of my entire work history and may verify all dates given in my application for employment, related papers, or oral interviews. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
3. The City of Laramie is a smoke free workplace.
4. The City of Laramie is an Equal Opportunity Employer.

Date: _____

Signature of Applicant

VOLUNTEER LIABILITY RELEASE AND CONSENT FORM

In consideration of the City of Laramie allowing _____ (full name) to volunteer to _____ and conduct _____ related activities on City of Laramie property, I _____ (referred to as "Volunteer and Releaser"), now residing at _____ (City, State/Zip), agree to the following terms and conditions of this Release and Indemnification (the "Agreement").

I know and understand the scope, nature and extent of the risks involved in volunteering to _____ City of Laramie property, and the related activities including: _____, etc. Specifically I understand that _____ related activities can be dangerous in which there is a risk of injury and/or death. I expressly and voluntarily assume all risk of death or personal injury to Volunteer; or damage to or loss of property while volunteering to _____ or related events on the City of Laramie's property (referred to as "Activities") including the risk of active or passive negligence by any Releasee as set forth below. I understand that by assuming this risk I may relinquish legal rights.

I exempt and release the City of Laramie and its Council, City Manager, officers, employees, agents and subcontractors (the "Releasees") from any and all liability, responsibility, claims, demands, actions, or causes of action whatsoever arising out of Participant's injury or death, or damage or loss of property while upon any Releasees' premises or while participating in any of the activities. I specifically release and discharge Releasees for liability for any injury, death, damage or loss of property arising out of the negligence, active or passive, of any Releasee(s) or from some other cause while participating in the activities. I understand that I am giving up legal rights which I may otherwise have by entering into this Agreement.

I agree not to institute any suit, action, arbitration, or claim against any Releasee or arising out of any injury, death or damage or loss of property suffered while upon Releasees' premises or while participating in any of the activities.

It is my intent that this Agreement will be binding on my estate, executors, personal representatives, administrators, heirs, assigns, or other successors and I instruct my executors, personal representatives, administrators, heirs, assigns, or other successors not to institute any suit or action, arbitration, or other action or claim arising out of Participant's death or injury, or damage or loss to property while upon any Releasees' premises or while participating in any of the activities.

I agree to defend, indemnify, and hold harmless any or all Releasees from any or all losses, claims, actions, or proceedings of every kind and character, including attorney's fees, costs and expenses incurred, which may be presented or initiated by any person or organization and which arise directly or indirectly from the activities.

I have read this Agreement and understand its terms and conditions. I understand that I am giving up important legal rights by executing this Agreement and that if I institute any suit or other action or claim as a result of Participant's injury or death, or any property damage or loss arising out of the activities covered by this Agreement that this Agreement can and will be used against me and that waivers of this type have been upheld by courts in similar circumstances. This Agreement and all rights, duties, and obligations related hereto shall be governed by the law of Wyoming and jurisdiction of any legal proceedings shall be Albany County, Wyoming.

The terms of this Release and Indemnification are contractual and not a mere recital. The undersigned acknowledges by execution of this Release and Indemnification that he/she understands these provisions and freely and voluntarily enters into them.

I understand that the City of Laramie requires that all volunteers driving personal vehicles while volunteering are required to have auto liability insurance on their vehicles in at least the minimum amounts required by State Law and that no vehicle may be driven for volunteer purposes unless there is personal auto insurance in effect. Further, it is understood that personal vehicles are not used in any official capacity to conduct City of Laramie business, or in the provision of any service to the City of Laramie, its employees, agents or subcontractors.

(Participant Signature)

(Parent/Guardian Name)

(Print Name)

(Print Name)

(Witness)