



**BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
ANIMAL CARE AND REGULATION DIVISION
VOLUNTEER APPLICATION**

NAME: _____ DATE: _____
(PLEASE PRINT CLEARLY) (Last) (first) (middle)

ADDRESS: _____ CITY: _____ ZIP: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____ DATE OF BIRTH: _____

HOME PHONE: _____ WORK PHONE: _____

CONTACT IN CASE OF EMERGENCY:

(Name) (Relationship) (Home Phone) (Work Phone)

EDUCATION: _____ SKILLS: _____

LANGUAGES SPOKEN AND WRITTEN: _____

SCHOOL REQUIRED VOLUNTEER HOURS? IF YES, HOW MANY? _____ NO _____

NAME OF SCHOOL _____

INTERESTS: Adults _____ Teens _____ Children _____ Seniors _____ Disabled _____
Office/Clerical _____ Technical _____ Other _____

NOTE: EFFECTIVE OCTOBER 1, 2000 A CRIMINAL BACKGROUND CHECK IS REQUIRED

SINCE YOUR 18TH BIRTHDAY, HAVE YOU BEEN CONVICTED OF ANY VIOLATION OF THE LAW, OTHER THAN MINOR TRAFFIC OFFENSES, OR PLED NOLO CONTENDERE (NO CONTEST) TO CRIMINAL CHARGES, EVEN IF ADJUDICATION WAS WITHHELD?

YES _____ NO _____ IF YES, PLEASE GIVE:

NAME OF OFFENSE _____ MISDEMEANOR FELONY (check one)

NAME OF AND LOCATION OF COURT _____

DISPOSITION OF CASE _____ DATE _____

NOTE: A CONVICTION DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM PARTICIPATING AS A VOLUNTEER WITH THE COUNTY. THE NATURE OF THE OFFENSE, HOW LONG AGO IT OCCURRED, RELATIONSHIP TO THIS VOLUNTEER OPPORTUNITY, ETC., ARE GIVEN CONSIDERATION.

THE ABOVE INFORMATION IS ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE _____ DATE _____

FOR DIVISION USE (MUST BE COMPLETED BY SITE) DATE _____

WORK LOCATION FT. LAUDERDALE _____ POMPANO _____ SITE COORDINATOR _____

IS REQUEST FOR CRIMINAL BACKGROUND INFORMATION FORM ATTACHED? YES _____
TEEN VOLUNTEER? YES _____ NO _____ IF YES, IS PARENTAL CONSENT FORM ATTACHED? YES _____

**PLEASE FORWARD ORIGINAL SIGNED APPLICATION AND ANY AGREEMENT OR CONSENT FORMS TO:
VOLUNTEER/COMMUNITY SERVICE WORKER COORDINATOR
ANIMAL CARE AND REGULATION DIVISION, 1870 SOUTHWEST 39 STREET, FORT LAUDERDALE, FL 33315
AC/VOL-01 (10/07)**

Board of County Commissioners, Broward County, Florida
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT
RISK MANAGEMENT DIVISION
SAFETY & OCCUPATIONAL HEALTH SECTION

REQUEST FOR CRIMINAL BACKGROUND INFORMATION

RECORD RELEASE AND REFERENCE AUTHORIZATION

I understand that actual employment with Broward County is subject to satisfactory completion of a background check including verification of my education, previous employment, criminal records, and driving records as recorded in the personnel or other records of any previous employer, law enforcement organization, state agencies, or any school I have attended. If selected, I also authorize Broward County to contact my present employer for employment verification and work reference. Further, I release Broward County from any liability whatsoever in connection with such a background verification or the use of the results therefrom in the employment process.

ALL SPACES MUST BE COMPLETED *APPLICANT PLEASE PRINT OR TYPE*

Applicant's Name: _____
Last First Middle

Other Prior Names / Aliases / Maiden Name: _____

Race / Ethnic Categories: White(not of Hispanic origin) Black (not of Hispanic origin)
Hispanic Asian or Pacific Islander American Indian or Alaskan Native

Sex: M F Date of Birth: _____ / _____ / _____ Social Security # _____ - _____ - _____
MM/DD/YY

Drivers License # _____ State: _____

How long have you lived in Florida? Years _____ Months _____

Current Address: _____

Previous addresses *out of the state of Florida*: _____

Applicant's Signature _____ Date _____

HIRING DIVISION USE ONLY (MUST BE COMPLETED)

Job Title: Community Service Worker BPN: -0-

Certification # _____

Will applicant work with children as described in applicable Florida Statutes? Yes _____ No _____

Will applicant handle currency (checks, money orders and/or cash)? Yes _____ No _____

REQUESTED BY Animal Care and Regulation
Division

Contact Name (PRINT) _____ Phone # _____

SIGNATURE _____

RISK MANAGEMENT / HUMAN RESOURCES USE ONLY

QUALIFIED OFFER WITHDRAWN NOT QUALIFIED

SIGNATURE _____ DATE _____



BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
ANIMAL CARE AND REGULATION DIVISION

VOLUNTEER STANDARDS OF CONDUCT

All County volunteers must abide by the policies which govern the conduct for employees in the following areas: a) Conflict of Interest; b) Accepting or Soliciting Gifts; c) Code of Ethics, d) Non-discrimination.

1. STANDARDS OF CONDUCT

County volunteers are personally and professionally obligated to serve the public with honesty and integrity. It is essential that County volunteers maintain the trust of the public, the County Commission, and co-workers as the many thousands of decisions which go into the operations of County programs are made. Specific policies to guide decisions and conduct when a potential conflict of interest is present are presented below.

A. CONFLICT OF INTEREST

Avoiding the appearance or reality of a conflict of interest forms the basis for the County's ethics policies. Public employment (including volunteering) is not to be used for unauthorized personal gain. Any conflict between personal interests and official responsibility is to be resolved by consciously avoiding possible conflicts or disclosing the basis of a conflict or possible conflict to a supervisor so that, if necessary, decisions can be reviewed or made by others.

It is not possible to list every possible situation which might arise, but the general guideline is to act on the conservative side of decision-making, applying the "prudent observer" test.

- 1. Would a prudent outside observer think that a volunteer was influenced in official actions by some offer or expectation of personal gain?
2. Would a situation embarrass or reflect poorly on the volunteer or the County if it became publicly known?
3. If the answer is likely to be "yes" or even "possibly", the decision should be made to avoid the issue of conflict of interest from arising. Disclosure of the situation to a supervisor is often the best approach.

B. ACCEPTING OR SOLICITING GIFTS

Basic County policy is that volunteers are not to accept or solicit gifts. A "gift" is a thing of value to the recipient and can include such items as a cash payment, loan, gratuity, honoraria, service, favor, or promise of future employment. A gift received by a member of the volunteer's immediate family would also fall into this category. Offered gifts are to be politely and respectfully declined. In some circumstances, it may not be possible to return a gift without causing embarrassment, or the gift may be a consumable item which can not be returned easily. In such cases, the volunteer should rely on sound conservative judgment and consultation with his/her supervisor.

The basic policy that volunteers are not to accept or solicit gifts is not meant to apply when:

- 1. A gift is of nominal value of \$5.00 or less.
2. A gift is given or exchanged by employees/volunteers on occasions such as birthdays, retirement, marriage, service anniversaries, etc.
3. A professional or public award is given, reflecting positive performance or community service.
4. A gift is exchanged or given by a relative where a family relationship, rather than business relationship is involved.
5. Food is consumed at a public, professional, or community reception.
6. Trade discounts or inducements are offered to the general public or to private groups such as professional, religious, or service organizations that are not limited in membership only to County employees/volunteers.

C. CODE OF ETHICS

Central to the standard of ethical conduct is the Board of County Commissioners' policy that no officer, employee or volunteer shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction, or professional activity or incur any obligation of any nature which is in conflict with the discharge of his/her duties in the public interest. Since the confidence of the citizenry is the very foundation for effective Government, even an unfounded appearance of unethical conduct by a public employee/volunteer can significantly impair the capability of Government.

D. NONDISCRIMINATION

It is the policy of Broward County Government that all employees and volunteers should be able to enjoy a work environment free from all such forms of discrimination, including sexual harassment. No employee or volunteer - whether male or female - should be subjected to unsolicited and unwelcome sexual overtures or conduct, whether verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with our work effectiveness. Such conduct, whether committed by supervisors or non-supervisory personnel or volunteers, is specifically prohibited.

I have read and understand that as a volunteer I must abide by the STANDARDS OF CONDUCT, including the CONFLICT OF INTEREST statement, the ACCEPTING OR SOLICITING GIFTS statement, the CODE OF ETHICS statement, and the NONDISCRIMINATION statement.

VOLUNTEER SIGNATURE SIGNATURE OF PARENT/LEGAL GUARDIAN (If volunteer under age 18) DATE

Witnessed by:

SITE COORDINATOR SIGNATURE SITE COORDINATOR NAME (PLEASE PRINT CLEARLY) DATE