



CITY OF HERCULES  
**VOLUNTEER APPLICATION**

Human Resources Department  
 111 Civic Drive  
 Hercules, CA 94547

(510) 799-8214

Visit our website at [www.ci.hercules.ca.us](http://www.ci.hercules.ca.us)

PLEASE NOTE:

- Answer all questions.
- Print in ink or type.
- Incomplete or illegible applications may be disqualified
- A separate application must be submitted for each position
- Falsification or deceptive omission of requested information may cause application rejection, removal from eligible lists, or dismissal
- If you feel that you have a need for special testing arrangements due to physical limitations, call (510) 799-8214

THE CITY OF HERCULES IS AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER. IT IS AN OBJECTIVE OF THE CITY OF HERCULES TO MAINTAIN A DRUG-FREE WORK PLACE.

DEPARTMENT INTERESTED IN VOLUNTEERING FOR:	DATE
--	------

**PERSONAL INFORMATION**

NAME (LAST, FIRST MIDDLE INITIAL)

ADDRESS (#, STREET, CITY, STATE, ZIP)

HOME PHONE	WORK PHONE	CELL PHONE OR MESSAGE PHONE
------------	------------	-----------------------------

EMERGENCY CONTACT NAME & NUMBER:	EMAIL ADDRESS
----------------------------------	---------------

HOW MANY HOURS PER WEEK CAN YOU VOLUNTEER? \_\_\_\_\_  AM  PM

HOW MANY DAYS PER WEEK CAN YOU VOLUNTEER? (Check all that apply):  M  T  W  TH  F

IF HIRED CAN YOU SUBMIT VERIFICATION OF YOUR RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE A WORK PERMIT (Minors Only): <input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

HOW SOON ARE YOU AVAILABLE TO START WORK? DATE: _____ TIME: _____	TRANSPORTATION TO & FROM ASSIGNMENT: OWN CAR: <input type="checkbox"/> PUBLIC TRANSPORTATION: <input type="checkbox"/> OTHER: <input type="checkbox"/> Specify: _____
--	---

Have you ever been convicted of any offense(s) other than a driving violation? Yes  No   
 If yes, list offense(s) and date(s) of the conviction(s) on another sheet of paper and attach to this application. A "Yes" answer does not necessarily result in disqualification.

Were you ever terminated for forced to resign from a position? Yes  No  If yes, list details on a separate sheet of paper and attach to this application. This answer will not necessarily result in disqualification.

Do you have any relatives working for the City of Hercules? Yes  No  If yes, please list who and what department they work.

**EDUCATION AND TRAINING INFORMATION - Verification of education may be requested**

Check Highest Grade Completed:	8	9	10	11	12	If not a H.S. Graduate, do you have a G.E.D.?	Yes	No
NAME AND LOCATION OF COLLEGE, UNIVERSITY, OR TRADE SCHOOL						COURSE OF STUDY	COMPLETED UNITS	DEGREE OBTAINED, IF APPLICABLE

**INTERESTS: (Check all that apply):**

- Administrative Tasks  
  Typing  
  Filing  
  Computer/Data Entry  
  Phone Support  
 Other: \_\_\_\_\_

**EMPLOYMENT HISTORY (May we contact your current employer as to your character, qualifications, etc? Yes  No**

FROM (MO/YR)	TO (MO/YR)	JOB TITLE/CLASSIFICATION	SALARY EARNED PER Hour
DUTIES PERFORMED		EMPLOYER (INCLUDE ADDRESS & PHONE NO.)	
REASON FOR LEAVING:			
DUTIES PERFORMED		EMPLOYER (INCLUDE ADDRESS & PHONE NO.)	
REASON FOR LEAVING:			
DUTIES PERFORMED		EMPLOYER (INCLUDE ADDRESS & PHONE NO.)	
REASON FOR LEAVING:			
DUTIES PERFORMED		EMPLOYER (INCLUDE ADDRESS & PHONE NO.)	
REASON FOR LEAVING:			
DUTIES PERFORMED		EMPLOYER (INCLUDE ADDRESS & PHONE NO.)	
REASON FOR LEAVING:			

**CERTIFICATION - IMPORTANT - PLEASE READ BEFORE SIGNING**

I hereby certify that all statements made on or in connection with this application are true and I understand and agree that any misstatements or omissions of material facts may cause forfeiture of my eligibility for employment by the City of Hercules. I further agree to be fingerprinted for the purposes of a criminal record check, which is part of the application process, and to submit to a complete medical examination to ascertain my fitness for duty, by a City physician upon a job offer. I agree to furnish such proof of age, education, and legal right to work in the United States, as may be directed as conditions of employment upon job offer and or hire. I further understand that any or all information included on this application or its attachments are subject to verification by the City of Hercules.

\_\_\_\_\_

APPLICANT'S SIGNATURE

\_\_\_\_\_

DATE SIGNED