



FOSTER CITY PARKS & RECREATION

Volunteer Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
EMERGENCY CONTACT			
<i>Please fill out the attached Emergency Contact and Medical Form</i>			
EXPERIENCE			
<i>Please describe your past experience (paid or volunteer) that relates to the field of recreation or area of interest:</i>			
<i>Why are you interested in volunteering with the Foster City Parks and Recreation Department?</i>			
REFERENCES			
<i>Please list two references:</i>			
Name		Phone	
Relationship			
Name		Phone	
Relationship			

OVER

AREAS OF INTEREST

Check activities/areas in which you would like to volunteer:

- Senior Wing Front Desk** (Ongoing Commitment: 1 x week; Weekdays): Basic secretarial duties (phones, registrations, etc.)
- Recreation Center Front Desk** (Ongoing Commitment: 2 x week; Weekdays): Basic secretarial duties (phones, customer service, etc.)
- Parks Projects**
 - Inventory Updates** (As needed): Update the parks amenities, tree, and/or memorial bench inventory in our computer systemGroup Projects:
 - July 4th Clean-up** (July 5th; Time Commitment: 2-4 hours): Cleaning up Leo Ryan & Catamaran Parks after 7/4 Festivities
 - Mulch Spreading** (Available on weekends, as needed): Spread mulch in tree wells and other non-landscaped areas
- Photographer/Videographer** (Must have own equipment; Documentation of special events and classes at the Recreation Center for City publications.)
- Youth Programs** (Counselor in Training Program (CIT) for Summer Camps; Ages 13+: Contact Youth Programs Coordinator at 650-286-3387; Application deadline is March.)
- Summer Concert Series** (July-August; Time Commitment: 1-2 hours): Information Table, Distribute programs & surveys
- Volunteer Instructor** (Please attach a course description as well as a resume.)

DISCLAIMER AND SIGNATURE

I understand that my service would be on a strictly voluntary basis and that I am not an employee of the City of Foster City, nor will I receive payment or other goods for work performed.

I understand that no contract exists between myself and the City of Foster City.

I will not be required to partake in any work or tasks that I do not wish to do.

Signature

Date

CONTACT INFORMATION

Please return applications to:

Foster City Parks and Recreation Department, 650 Shell Boulevard, Foster City, CA 94404

Phone: 650-286-3378 Fax: 650-345-1408

FOR OFFICE USE ONLY

Documents Received:

- Emergency Contact and Medical Form
- Signed Harassment Policy Form
- Signed Violence in the Workplace Form

Contacted Applicant on:

Notes:

Emergency Contact and Medical Information

Name _____ Date of Birth _____ M F
Sex

Address

City, ST ZIP Code

Emergency Contacts

Primary Emergency Contact

Secondary Emergency Contact

() _____ () _____
Home Phone Work Phone

() _____ () _____
Home Phone Work Phone

Address

Address

City, ST ZIP Code

City, ST ZIP Code

Medical Information

Hospital/Clinic Preference

Physician's Name

Phone Number

Insurance Company

Policy Number

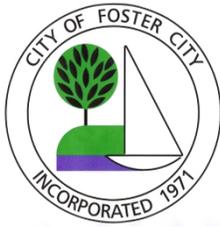
Allergies/Special Health Considerations:

List of Current Medications:

Signature

Date

PLEASE INQUIRE IF YOU WISH TO REVIEW THE FULL POLICY



CITY OF FOSTER CITY/ESTERO MUNICIPAL IMPROVEMENT DISTRICT

POLICY STATEMENT PROHIBITING EMPLOYEE HARASSMENT

The City of Foster City/Estero Municipal Improvement District is committed to creating and maintaining a work environment that is free of all forms of harassment or intimidation, including sexual harassment. The City/District will actively promote a working environment that is businesslike and assures that employees are treated in a fair and considerate manner.

Sexual harassment is a form of sex discrimination, is an abuse of power, and is an unlawful employment practice prohibited by State and Federal law. It debilitates morale and interferes with work productivity, undermines the employment relationship, and may cause severe emotional stress. The City/District views other forms of harassment with the same regard.

An individual who believes he/she is a victim of workplace harassment should discuss the concern with the management of the department or with the Human Resources Director. All employees should be aware of the complaint process and be assured of their right to file complaints without fear of reprisal. Employees are encouraged to report incidents of harassment or other discrimination as soon as they occur. Prompt and appropriate action may help avoid or minimize further incidents.

Prevention is the best tool for the elimination of workplace harassment. All Managers and Supervisors shall take the initiative to inform all employees of the policy and of the sanctions. They shall also inform all employees of how a complaint of workplace harassment should be handled. They shall express strong disapproval of all forms of workplace harassment and develop methods to improve awareness and sensitivity of all concerned. It is the personal responsibility of all employees to follow the provisions of this policy and to avoid personally engaging in or participating in any form of workplace harassment.

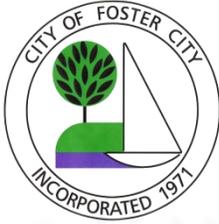
It is not the intent of the City of Foster City to regulate the social interaction of relationships freely entered into by or between City employees.

I have read and understand the "Workplace Harassment Policy", understand my obligations and rights and will participate in any future training on this subject as offered.

Employee Signature

Print Name

Date



CITY OF FOSTER CITY/ESTERO MUNICIPAL IMPROVEMENT DISTRICT

POLICY STATEMENT PROHIBITING VIOLENCE IN THE WORKPLACE

It is the intent of the City of Foster City to provide a safe and healthy work environment for all of its employees free from the threat of violence. Compliance with this policy is required by all employees in order to meet this objective. The City of Foster City takes seriously any and all potential acts of violence. Such acts are unacceptable and are grounds for disciplinary or other appropriate action, including termination of City employment, contracts, agreements, permits or access. Violations of this policy can result in discipline, up to and including discharge. Disciplinary actions shall be determined by the individual circumstances of each case.

Violence and/or threats of violence in the work place are acts or threats of acts against the life, health, well-being, family, or property of others, occurring while on City property, or at City functions, or involving a person acting as an agent of the City, or under any other circumstances which may have an impact on the City. Such acts are unacceptable and are grounds for disciplinary or other appropriate action, including termination of City employment, contracts, agreements, permits or access. Furthermore, employee possession of any illegal weapons, whether licensed or not, is expressly prohibited at work or on City premises, unless authorized in advance by the City Police Department.

Acts or threats of violence whether made directly or indirectly, by words, gestures, symbol, verbal or physical intimidation, or coercion shall be regarded as a violation of this policy. Any employee who violates this policy shall be subject to disciplinary action, up to and including termination.

I have read and understand the "Violence In The Workplace Policy", understand my obligations and rights and will participate in any future training on this subject as offered.

Employee Signature

Print Name

Date