



Volunteer Application

The Wheaton Park District is an Equal Opportunity Employer. Employment with the Wheaton Park District is governed on the basis of merit, competence, and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status.

Please print. If you need accommodation to complete this application, please call the Administration Office at 630-665-4710.

Today's Date ____/____/____

Name _____ Email Address _____
Last First Middle

Address _____
Street City State Zip

Daytime Phone (____) _____ Evening Phone (____) _____

Emergency Contact _____ Phone (____) _____

Age: 14 & 15 16 & 17 18 & over

Have you ever volunteered with the Wheaton Park District in the past? Yes No

If yes, when and at which facility: _____

Have you been convicted of a felony or a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? Yes No

(Do not report any conviction which has been expunged, sealed, or impounded. Conviction will not necessarily disqualify applicant from volunteering.)

If yes, please provide the year of conviction, the jurisdiction of the conviction, and the nature of the conviction. _____

As a responsible public agency which respects each person's safety and well-being, the Wheaton Park District reserves the right to conduct confidential random background checks of potential volunteers.

Do you have a valid driver's license? Yes No

Please describe any special assistance or accommodation you may require: _____

How did you learn about volunteering with the Park District?

- Seasonal brochure
- Volunteer brochure
- Friend
- Media
- Park District facility
- Park District website
- Other _____

Please provide any additional information which you feel may be helpful to us in considering your application: _____

Volunteer Interest *(Please check all that apply)*

Cosley Zoo

- Animal care
- Educational programming
- Fund-raising
- Office work
- Special events

Lincoln Marsh

- Educational Programming
- Office Work
- Special Events

DuPage County Historical Museum

- Collection inventory
- Educational Programming
- Fund -raising
- Office work
- Special events

Recreation

- Coach OR Assistant Coach for:
 - Baseball
 - Girls' Softball
 - Swim Team
 - Football
 - Wrestling
 - Fall Basketball
(Girls or Corec-circle one or both)
 - Winter Basketball
(Girls or Corec-circle one or both)
- Peewee Soccer
- Indoor Soccer
(school site or Community Center-circle one or both)
- Fall Soccer
(Girls or Corec-circle one or both)
- Spring Soccer
(Girls or Corec-circle one or both)
- Office Work
- Performing Arts
- Special events
- Other: _____

Have you coached for the Wheaton Park District before? Yes No
 Coaching experience in any sport: _____
 Are you ASEP certified? Yes No What age group do you prefer to work with? _____
 Your child's name whose team you would like to coach/assistant coach: _____
 Your child's age: _____ Present school grade: _____ Name of school: _____
 Additional comments or information: _____

Volunteer Availability: Please check all that apply.

~ Best days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 ~ Best time of day: Morning Afternoon Evening
 ~ Length of volunteer commitment: Long term Short term

By signing the waiver on the bottom of this form, you indicate that you are willing and able to complete any necessary training for the volunteer position. Please read and sign the statement of authenticity on the bottom of this form, and return the form to:

**Wheaton Park District
 Administration Office
 102 E Wesley Street
 Wheaton IL 60187**

STATEMENT OF AUTHENTICITY

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained and information requested in this volunteer application as may be necessary to arrive at a decision. I understand that this application is not; and is not intended to be, a contract for volunteering. I also understand that in the event of my acceptance as a volunteer, I may be subject to discharge for any false or misleading statements or material omissions made in connection with my application. I understand also that I am required to abide by all rules and regulations of the Wheaton Park District.

I authorize the Park District to make a thorough investigation of my past employment, education, job-related and volunteerism activities. I waive any right I have to notice, as provided by Illinois Revised Statute, Chapter 48, Section 2007, from any individuals or organizations named or referred to in this application prior to the release of any information to the Wheaton Park District. I hereby authorize all individuals in organizations named or referred to in this application and any law enforcement organization, state agency, investigative organization, or other governmental body to provide the Wheaton Park District all information relative to such investigations and hereby release such individuals, organizations and the Wheaton Park District from any and all liability for any claim or damage resulting therefrom. I further understand that any false or misleading information provided during the application or interview process will result in withdrawal from consideration as a volunteer, regardless of when discovered.

I hereby authorize the Park District to conduct work history and reference checks. I waive written notice from my current and prior employers and authorize them to release information regarding any disciplinary action taken against me within the past four years. I further release the officers, agents, and employees of both the Park District and my current and prior employers from any liability arising from disclosure of personnel records and information.

NOTE: A volunteer cannot begin volunteering until their criminal background check has cleared. Please allow at least five (5) business days for processing. Time may be extended under certain circumstances.

 Signature of Applicant _____
 Date

For Personnel Department Use Only

Arrange interview: Yes No
 Remarks: _____

 Interviewer _____
 Date

Accepted as Volunteer: _____ Volunteer Position: _____ Department: _____

By: _____
 Name and Title _____
 Date

Email: _____ Cell Phone: _____

Volunteer for (sport or league): _____ Phone: _____

**WHEATON PARK DISTRICT
STATEMENT ON CRIMINAL BACKGROUND CHECKS
WAIVER AND RELEASE OF ALL CLAIMS FORM**

Please read this form carefully and be informed that, by agreeing to allow the Wheaton Park District to investigate your background with the Illinois Department of State Police, you will be waiving and releasing all claims for damages that you might sustain as a result of the criminal background check and review.

The *Illinois Uniform Conviction Act*, (20 ILCS 2635/1 *et. seq.*) authorizes employers to obtain conviction information collected and maintained by the Illinois Department of State Police, subject to certain restrictions. Per the *Illinois Park District Code*, each prospective employee or volunteer will be asked to execute a release authorizing the Wheaton Park District to conduct a criminal background investigation. (70 ILCS 1205/8-23). The Park District will provide the prospective employee/volunteer with a copy of the response from the Illinois Department of State Police. If the information received from the Illinois Department of State Police is incomplete or contains inaccuracies, the prospective employee/volunteer must notify the Wheaton Park District within seven days of his/her receipt of the response. If the employee/volunteer wants to challenge any information in the response, he/she must contact the Illinois Department of State Police. Please note that by law, the Park District is prohibited from knowingly employing an individual who has been convicted of committing certain offenses as set forth in Section 8-23(c) of the *Illinois Park District Code*.

Subject to the restrictions of the *Illinois Uniform Conviction Act*, the Wheaton Park District also reserves the right to conduct periodic criminal background checks of all employees and volunteers associated with the Park District.

I hereby authorize the Wheaton Park District to request, and I consent to the release of personal conviction information collected and maintained by the Illinois Department of State Police. I further authorize the Wheaton Park District, and/or its agent, to request such information now, or at any time during my employment or volunteerism with the Wheaton Park District.

I understand that I will be provided a copy of the response issued by the Illinois Department of State Police, and that if the information shown in the response is inaccurate or incomplete, I must notify the Wheaton Park District within seven (7) days of the receipt of the response. I further understand that if I wish to challenge the information in the response, I must contact the Illinois Department of State Police.

In consideration of the Wheaton Park District accepting my application and considering me for employment or as a volunteer, I hereby agree to waive and relinquish all claims, suits or proceedings which I or any person asserting a claim on my behalf may have against the Wheaton Park District and its officers, agents, servants, and employees, in any way related to the criminal background check.

I have read and fully understand this Waiver and Release of All Claims.

Signature

Date

Please print the following information CLEARLY.

NOTE: Your Social Security Number is not required at this time, however, you agree to provide your SSN if the Wheaton Park District finds it necessary to complete your background check.

Last Name

First Name

Middle Name

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Street Address

City

State

Zip

--	--	--	--

Date of Birth

Gender ⁽¹⁾

Race ⁽¹⁾

Driver's License Number

DL State

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Supervisor Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____
(required for minor under the age of 18 years old)

⁽¹⁾ The standard code values for gender codes include "M" for Male, "F" for Female, or "U" for Unknown. The standard code values for race codes include "W" for White (includes Mexicans and Latins), "B" for Black, "A" for Asian/Pacific Islander, "I" for Indian/Alaskan Native, or "U" for Unknown.