



# DAVENPORT

PARKS & RECREATION

## Volunteer Background Screenings

Thank you for applying to become a volunteer for the City of Davenport Parks and Recreation Department. We appreciate our volunteers!

To help ensure the safety of our patrons, staff and fellow volunteers, we ask that volunteers complete the same background screening as we require our potential employees to complete – this is done through a third party company. After the completed volunteer application is received and an interview complete, you will receive an e-mail inviting you to complete the background screening information. The e-mail address that you provided on your application is the address is where the invitation will be sent. The e-mail will read like this:

*Dear Jane Doe:*

*CITY OF DAVENPORT has extended you an invitation to complete a background screening application. You have been given until 3/15/2016 at 07:04 AM PST to complete this application. Please use the following information to log into the website on your first visit:*

*User ID: xxxxxxxxxxxx  
Temporary Password: 123456789*

*If you are no longer seeking employment with CITY OF DAVENPORT, you may click the "Decline Invitation" link below and an email will be sent notifying CITY OF DAVENPORT that you have declined the invitation.*

*Please note that this application works best with Internet Explorer 7.0 and above, as well as Firefox 3.0 and above.*

*[Accept Invitation](#) [Decline Invitation](#)*

*Regards,*

*A-Check America*

If you would like to volunteer, you will need to accept the invitation and complete the required information. Be assured the information you enter is confidential, as are the results of the screening. You should note the invitation has an expiration day and time. If you fail to accept the invitation within the allotted time, the invitation becomes null. If you want to be considered after the invitation has expired, it will be necessary for you to call the staff person that you interviewed with and let them know what occurred. It is only after a background screening invitation has been accepted, completed and returned to us as clear, can volunteering begin. This process generally takes 3 – 5 business days.

If you have questions, please feel free to contact Betsy Tubbs at 563.888.2220.



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### Personal Information

Name (First, MI, Last) \_\_\_\_\_ M ( ) F ( )

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Occupation or Former Occupation \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

### Volunteering Background (Please list any organization where you have volunteered.)

Organization \_\_\_\_\_ Dates of service \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Likes/Dislikes of Service \_\_\_\_\_

### Emergency Information \_\_\_\_\_

Contact Name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

### Volunteer Interests

Indicate the average number of hours per month you are available to volunteer.

Under 10 ( )      10-20 ( )      20-30 ( )      30 and over ( )

Day(s) available:

Sunday ( )   Monday ( )   Tuesday ( )   Wednesday ( )   Thursday ( )   Friday ( )   Saturday ( )

Time(s) available: Morning ( )   Afternoon ( )   Evening ( )   Once a week ( )   Twice a week ( )

On-call situations ( )   Other \_\_\_\_\_



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Work Situation preference (check all that apply):

In a group ( )      One on One ( )      Outdoors ( )      Indoors ( )

Programming Group preference:

Preschool ( )    Youth ( )      Adults ( )      Seniors ( )      People with Disabilities ( )

Family ( )

Are there any groups with whom you would not feel comfortable working with? Yes ( ) No ( )

If yes, indicate \_\_\_\_\_

Activity preference:

Recreation ( )      Parks ( )      Golf ( )      Clerical ( )      Gardening ( )

Senior Centers ( )      Sports ( )      Nature ( )      Arts & Culture ( )      Pools ( )

Camps ( )      Special Events ( )      Education ( )      Other \_\_\_\_\_

Please describe any experience relating to the activities you are applying for. \_\_\_\_\_

\_\_\_\_\_

Please explain why you are interested in volunteering for Davenport Parks and Recreation.

\_\_\_\_\_

\_\_\_\_\_

## Background

Are you able to perform the specific job functions with or without reasonable accommodation?

Yes ( )      No ( )



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Are you 18 years old or older? Yes ( ) No ( )

Have you ever been convicted of a felony? Yes ( ) No ( )

A conviction does not automatically mean you cannot be placed in a volunteer position. (What you were convicted of and how long ago are important). If yes, please give all the facts so that a decision can be made.

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All statements on this application are true and correct. I understand that intentional false statements made on the application will eliminate me from further consideration for volunteering or will be grounds from release from the volunteer program.

Before performing volunteer work, you must submit to a background check conducted by A-Check Global Inc. Please see last page for additional information on this process.

The city of Davenport does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, or physical or mental disability.

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Signature

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Date

**Please send this application to:**  
Davenport Parks and Recreation  
700 West River Drive  
Davenport, IA 52802  
Phone: (563) 328-PARK (7275)



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Office use only:

Date rec'd: \_\_\_\_\_ Entered A-check request: \_\_\_\_\_

Rec'd results: \_\_\_\_\_

Follow up: \_\_\_\_\_

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