



City of Orem Volunteer Approval
56 North State Street, Orem, Utah 84057

Pursuant to the Volunteer Government Workers Act, Utah Code Chapter 20

Name:			Phone (home): _____	
Address: Last First Initial			Phone (work):	
			City, State:	Zip:
*Drivers License #:			*State of Issuance:	
*Date of Birth:				
Emergency Contact:				
			Name	Relationship
			Phone	

*These responses are necessary to conduct a background check (see below).

Have you ever been employed by the City of Orem? Yes No

If yes, **when** and what was your title? _____

Have you been convicted of any violation of the law? (traffic violations excluded)

If yes, please explain on a separate page Yes No

Volunteer Code of Conduct

As a volunteer I will perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability. I will not undertake to use any equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely. As a volunteer I will strictly observe all safety rules and use care in the performance of my assigned tasks.

As a volunteer I will treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration. While volunteering I will not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.

Volunteer Acknowledgements and Waivers

Many volunteer positions with the City involve working with children or in other safety sensitive positions. To help safeguard the public, the City will perform a background check on all volunteers.

As a condition of volunteering, I give the City of Orem permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, driving records and federal FBI records. I understand that all volunteer positions are conditioned upon the City never receiving inappropriate information on my background.

I understand that volunteer positions are charitable contributions to the City of Orem without anticipation of compensation of any kind or consideration of future employment.

As a volunteer I agree to be subject to the policies and procedures of the City of Orem.

Your signature below indicates that you have read each of the above items and you agree to be bound by them. If you are under the age of eighteen, your parent or guardian must also review these items and sign below.

 Volunteer Signature

 Date

I, _____, am the parent or legal guardian of _____
 and I agree to allow him/her to be bound by the conditions represented above.

 Parent/Guardian Signature

 Date

City Use Only

Approved by: _____ Date: _____ Position: _____
City Manager, or Designee

HR Approval: _____ Date: _____
HR Manager