

Allegan County Volunteer Job Description

Mass Inoculation and Prophylaxis Clinics

Position Title: Clinic Flow Coordinator

Organization Unit: Health Department

Position Summary

Clinic flow coordinators are responsible for continuously monitoring and directing client activity throughout the facility. They must be able to calmly manage and assist people who may be anxious and unable to follow directions. When congestion (backlog) is noted, flow controllers determine if staff at other locations are less busy and request assistance in the congested area. They are also responsible for feeding back information about the number and rate of “upstream” clients to the vaccination/prophylaxis assistants to enable them to maximize use of all vaccine doses in opened vaccine vials or other vials. Flow controllers may be in a position to provide early alert of situations that that may require additional security personnel.

Supervision Exercised

None

Supervision Received

This position is supervised by the clinic manager and the volunteer coordinator.

Duties/Tasks

1. Direct vaccine recipients through the clinic process.
2. Monitor clinic flow.

Job Requirements and Qualifications

Must be able to orally communicate effectively with the public. Respects cultural differences of the diverse group of citizens of Allegan County.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute performance or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Allegan County Volunteer Job Description

Mass Inoculation and Prophylaxis Clinics

Position Title: Clinic Manager

Organization Unit: Health Department

Position Summary

Oversees the overall inoculation and mass prophylaxis clinic and its operations.

Supervision Exercised

The clinic manager supervises all employees at the vaccination clinic.

Supervision Received

The clinic manager receives supervision from the county Health Officer or her/his designee.

Duties/Tasks

1. Coordinates with site facility staff to ensure clinic operations.
2. Ensures adequate staffing levels are maintained for clinic operations.
3. Maintains contact with the Health Department representative filling the Annex H position at the EOC.

Job Requirements and Qualifications

Supervision experience required.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute performance or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- climbing stairs
- bending or stooping
- ability to travel
- ability to stand and walk for extended periods of time

Working Conditions:

- Travels to various sites throughout the county

Allegan County Volunteer Job Description

Mass Inoculation and Prophylaxis Clinics

Position Title: Emergency Medical Personnel

Organization Unit: Health Department

Position Summary

Emergency medical personnel will respond to medical emergencies, including reactions ranging from the minor to anaphylactic shock and serious medical emergencies that are incidental and unrelated to vaccination or prophylaxis administration but can be expected to occur whenever large groups of people congregate

Supervision Exercised

May direct, control, and supervise other medical personnel depending on expertise and the medical situation.

Supervision Received

Supervised by the clinic manager.

Duties/Tasks

1. Respond to medical emergencies, render aid until transportation to an advanced care facility if needed.

Job Requirements and Qualifications

Currently licensed by the State of Michigan as a physician, physician's assistant, nurse practitioner, nurse, paramedic, or emergency medical technician.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute performance or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- climbing stairs

- bending or stooping
- ability to travel
- ability to lift 50lbs
- ability to walk over uneven terrain

Working Conditions:

- Travels to various sites throughout the county

Allegan County Volunteer Job Description ***Mass Inoculation and Prophylaxis Clinics***

Position Title: Forms Collectors

Organization Unit: Health Department

Position Summary

The forms collector is responsible for checking that the vaccination team has signed the clinic record and entered the lot numbers on the appropriate documents. As the last staff to have contact with vaccine or prophylaxis recipients, the forms collector must have the ability to ensure a response by the appropriate staff to any remaining concerns that clients may have.

Supervision Exercised

None

Supervision Received

This position is supervised by the clinic manager and the volunteer coordinator.

Duties/Tasks

1. Verify that forms are correctly completed.
2. Collect all necessary forms from recipients before departure
3. Directs vaccine or prophylaxis recipients to the appropriate staff for any remaining concerns he/she may have before departure.

Job Requirements and Qualifications

Must be able to read and write. Respects cultural differences of the diverse group of citizens of Allegan County.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute performance or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following*

Allegan County Volunteer Job Description

Land Information Services

Position Title: GIS Volunteer

Organization Unit: Land Information Services Department

Position Summary

The Allegan County Land Information Services Department GIS Intern assists department staff in updating and maintaining GIS data. The applicant may perform any of a wide variety of GIS-related tasks based on the department's current projects, needs and initiatives. These tasks may include any one or more of the following: data gathering, GIS data editing, data quality assurance, map preparation, printing, scanning, conducting field work including GPS data collection, testing of mapping applications, or any other duties as requested. This position may be structured as a GIS internship for academic credit with prior approval.

Supervision Exercised

None

Supervision Received

This position is supervised by the LIS Director or his/her designee.

Duties/Tasks

1. Perform various basic data gathering, editing and QA/QC efforts using GIS and other software.
2. Assist department staff with their projects, activities and office duties as needed.
3. Fieldwork may or may not be required as part of this position depending on active projects.

Job Requirements and Qualifications

The qualified candidate will have a background in GIS, Geography, Geomatics, Planning, and/or Cartography and have a familiarity with Microsoft Windows, Microsoft Office, and one or more of the major GIS software packages (e.g. ArcGIS, MapInfo, etc.). A basic understanding of GIS data maintenance and data creation is expected. Strongly preferred are candidates with good communication and office skills and possession of a valid driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute performance or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Allegan County Volunteer Job Description

Mass Inoculation and Prophylaxis Clinics

Position Title: Greeter-educator

Organization Unit: Health Department

Position Summary

Greeter-educators are the first point of contact for potential vaccine or prophylaxis recipients. They must be able to explain the purpose of receiving the vaccine or prophylaxis, outline the clinic process, and distribute and explain the clinic documents to potential recipients individually and in groups.

Supervision Exercised

None.

Supervision Received

This position is supervised by the clinic manager and volunteer coordinator.

Duties/Tasks

1. Greet and conduct initial orientation of potential vaccine recipients upon their arrival.
2. Provide basic information (verbally or with a video presentation) about the vaccine/prophylaxis and the vaccination/prophylaxis process.
3. Distribute informational material and clinic documents.
4. Explain how to complete the documents and answers questions.

Job Requirements and Qualifications

Must be able to orally communicate effectively with the public. Respects cultural differences of the diverse group of citizens of Allegan County. Languages spoken in addition to English are highly desired.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute performance or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Allegan County Volunteer Job Description ***Mass Inoculation and Prophylaxis Clinics***

Position Title: Medical Screeners

Organization Unit: Health Department

Position Summary

This role should be filled by a physician, nurse or paraprofessional who has good interviewing skills and is well-versed in the technical information regarding exposure risks, medical contraindications to vaccination/prophylaxis medicine, risks of vaccination/prophylaxis medicine, and risk-benefit analysis. Medical screeners will review the list of normal or expected reactions to the vaccine or prophylaxis medicine with each recipient. If necessary, medical screening personnel will contact a designated physician consultant to assist in making a final decision about whether or not to vaccinate or administer prophylaxis medication. If the vaccine or prophylaxis medicine is still on Investigational New Drug (IND) status, medical screening personnel should ensure that the consent form has been read, understood and signed by each potential vaccine/prophylaxis recipient and ask recipients to sign the consent form.

Supervision Exercised

None

Supervision Received

Medical screeners receive supervision from the nurse coordinator and the clinic manager.

Duties/Tasks

1. Assess clients for contraindications to vaccine or prophylaxis medicine.
2. Refer those clients for physical examination who state that they may have dermatological conditions that may constitute contraindications to clinic medical doctor for evaluation if necessary.
3. Answer medical questions.

Job Requirements and Qualifications

Currently licensed by the State of Michigan as a physician, physician's assistant, nurse practitioner, or nurse. Languages spoken in addition to English are highly desired.

Allegan County Volunteer Job Description ***Mass Inoculation and Prophylaxis Clinics***

Position Title: Nurse Coordinator

Organization Unit: Health Department

Position Summary

The nurse coordinator oversees nursing staff assigned to the clinic, assists clinic manager in making clinic assignments for nursing staff, and assists on-duty nurses as needed.

Supervision Exercised

The nurse coordinator supervises the clinic nursing staff.

Supervision Received

The nurse coordinator is supervised by the clinic manager.

Duties/Tasks

1. Oversees nursing staff assigned to the clinic.
2. Assists clinic manager in making clinic assignments for nursing staff.
3. Assists on-duty nurses as needed.

Job Requirements and Qualifications

Currently licensed by the State of Michigan as a physician, physician's assistant, nurse practitioner, or nurse.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute performance or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- climbing stairs

Office Support / Data Entry

- POSITION:** Office Support / Data Entry
- SALARY RANGE:** Volunteer
- ORGANIZATION:** Emergency Management Department, Department of Homeland Security.
- LOCATION:** Allegan County
- WHO MAY APPLY:** Public
- DUTIES:** In a professional and confidential manner:

Under the supervision of the Allegan County Emergency Management Director, performs a variety of secretarial and administrative support tasks. Drafts and types correspondence, maintains training records, prepares and maintains policy and procedure manuals and training manuals. Attends meetings and takes minutes as required or necessary, answer phones, and post web information.

QUALIFICATIONS: **The following requirements will equip the applicant with the particular knowledge, skill, and abilities to successfully perform the duties of this position.**

High school graduation or equivalent, prefer some advanced coursework in data processing, word processing, accounting and other administrative areas.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Public Alert System Officer

- POSITION:** Public Alert System
- SALARY RANGE:** Volunteer
- ORGANIZATION:** Emergency Management Department, Department of Homeland Security.
- LOCATION:** Allegan County
- WHO MAY APPLY:** Public
- DUTIES:** In a professional and confidential manner:

Under the supervision of the Allegan County Emergency Management Director, performs a variety of field service and administrative support tasks. Maintains training siren and public safety alert monitors records, prepares and maintains policy and procedure manuals and training manuals, attends meetings, participates in grant writing, surveys communities for PAS needs, conducts public outreach.

QUALIFICATIONS: The following requirements will equip the applicant with the particular knowledge, skill, and abilities to successfully perform the duties of this position.

High school graduation or equivalent, prefer some advanced coursework in data processing, word processing, accounting and other administrative areas.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Radio Amateur Civil Emergency Service R.A.C.E.S.

- POSITION:** RACES Member
- SALARY RANGE:** Volunteer
- ORGANIZATION:** Emergency Management Department, Department of Homeland Security.
- LOCATION:** Allegan County
- WHO MAY APPLY:** Licensed Amateur Radio Operators

DUTIES: In a professional and confidential manner:

- Provide communications in support of the Allegan County Emergency Management Department (ACEMD).
- May assist ACEMD with other tasks as need, education, and training dictate.
- Maintain working knowledge of personal radio equipment.
- Acquire and maintain familiarity with ACEMD radio equipment.
- Operate analog voice, digital voice, and digital text/image equipment on amateur and non-amateur radio frequencies.
- Properly format and transmit formal message traffic using radio and other means.
- Properly transmit tactical traffic using radio and other means.
- Maintain log of communications.
- Demonstrate willingness to enhance knowledge and skills through attendance at education and training opportunities; and through participation in public service events and/or exercises.
- Maintain familiarity with FCC Part 97 Rules.

QUALIFICATIONS: **The following requirements will equip the applicant with the particular knowledge, skill, and abilities to successfully perform the duties of this position.**

- Hold a valid Amateur Radio license of the Technician Class, or higher.
- Attend an approved weather spotting course once every two years.
- Complete either FEMA independent study course IS-22, or Community Emergency Response Team training within 6 months of joining.
- Within 1 year of joining successfully complete FEMA independent study courses IS-100 and IS-700.
- Within 2 years of joining successfully complete FEMA independent study courses IS-200 and IS-800

Completion of an approved damage assessment class when offered.

Demonstrated ability to function appropriately in a directed net.

Demonstrated ability to function appropriately in a non-directed net.

Successfully complete a background investigation, law enforcement record check, and reference check through Allegan County Human Resources Department.

Successfully complete a disaster communications class, or demonstrate the requisite skills.

Adequate interpersonal skills to represent ACEMD and Allegan County RACES in a positive manner to the public and to other agencies.

OTHER CONDITIONS

Members may be called upon any time within the 24 hour period in the event of an emergency.

Allegan County Volunteer Job Description ***Mass Inoculation and Prophylaxis Clinics***

Position Title: Registration Staff

Organization Unit: Health Department

Position Summary

Registration staff assists potential vaccines or prophylaxis medicine recipients complete necessary forms and paperwork. The registration staff must be familiar with each form that is distributed. They must be able to follow instructions on how to respond to exceptional situations such as non-English speaking patients or patients who are anxious, hostile, or disoriented. If the form has not been completed correctly or completely, registration staff must be able to address and correct these problems. They should be prepared to read the forms to illiterate or semiliterate persons needing their assistance.

Supervision Exercised

None

Supervision Received

This position is supervised by the clinic manager and the volunteer coordinator.

Duties/Tasks

1. Review each vaccine/prophylaxis recipient's documents for completeness and accuracy.
2. Assist clients with completing documents.

Job Requirements and Qualifications

Must be able to read and write English, additional languages are highly desired. Must be able to orally communicate effectively with the public. Respects cultural differences of the diverse group of citizens of Allegan County.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute performance or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Allegan County Volunteer Job Description

Mass Inoculation and Prophylaxis Clinics

Position Title: Security Coordinator

Organization Unit: Health Department

Position Summary

The security coordinator oversees security personnel working at the clinic site. Is responsible for the overall security needs of the site.

Supervision Exercised

Supervises security personnel at the clinic.

Supervision Received

The security coordinator is supervised by the clinic manager.

Duties/Tasks

1. Oversees personnel assigned to security activities at the clinic site.
2. Assists the clinic manager in making duty assignments of security personnel.
3. Determines appropriate number of security staff necessary according to clinic size and location.
4. Maintains a list of authorized clinic staff and their phone numbers.
5. Assigns and coordinates use of cell phones and pagers.
6. Establishes staff check-in and check-out procedures.
7. Ensures that all staff wear ID badges.
8. Maintains communication with local law enforcement officials.
9. Assist supply officer/vaccine manager secure the vaccine storage site.

Job Requirements and Qualifications

Law enforcement experience required, should be MCOLES certified with arrest powers. Supervisory experience required. Must be able to orally communicate effectively with the public. Respects cultural differences of the diverse group of citizens of Allegan County.

Allegan County Volunteer Job Description

Mass Inoculation and Prophylaxis Clinics

Position Title: Security Officer

Organization Unit: Health Department

Position Summary

Security personnel are responsible for maintaining orderly clinic operations, providing for the safety of persons at the clinic, and protecting facility property.

Supervision Exercised

None

Supervision Received

The security officer receives supervision from the security coordinator and the clinic manager.

Duties/Tasks

1. Maintaining orderly clinic operations.
2. Protect vaccine/prophylaxis recipients.
3. Protecting clinic employees.
4. Protecting facility property, including medical supplies and vaccine pr prophylaxis medicine.
5. Assist with parking control.

Job Requirements and Qualifications

Prior law enforcement, military, or security experience preferred. Must be able to orally communicate effectively with the public. Respects cultural differences of the diverse group of citizens of Allegan County. Languages spoken in addition to English are highly desired.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute

Allegan County Volunteer Job Description

Mass Inoculation and Prophylaxis Clinics

Position Title: Supply Officer/Vaccine Manager

Organization Unit: Health Department

Position Summary

The supply officer/vaccine/prophylaxis manager ensures that all necessary clinic supplies are on site and are available in sufficient quantities during clinic operations. This includes maintaining an inventory and distributing supplies. Accounts for cold chain management and chain of custody of vaccine or prophylaxis medications.

Supervision Exercised

None

Supervision Received

The supply officer is supervised by the smallpox clinic manager.

Duties/Tasks

1. Ensures that all necessary clinic supplies are on site and are available in sufficient quantities during clinic operations.
2. Maintains an inventory of supplies.
3. Oversees distribution of supplies to appropriate locations in the clinic.
4. Ensures that sufficient vaccine or prophylaxis medicine is available, and that the cold chain is maintained through proper handling and storage.
5. Ensures that vaccine or prophylaxis medicine is stored in a secure manner at the clinic site and that unused vaccine is returned and accounted for.
6. Maintains adequate vaccine, prophylaxis medicine, and other supplies at the vaccination or distribution station.

Job Requirements and Qualifications

Prefer an individual currently licensed by the State of Michigan as a pharmacist, physician, physician's assistant, nurse practitioner, nurse, paramedic, or with

Allegan County Volunteer Job Description

Mass Inoculation and Prophylaxis Clinics

Position Title: Vaccine/Prophylaxis Administrator

Organization Unit: Health Department

Position Summary

Vaccine/Prophylaxis administrators are individuals who have had or can receive technical training in administration of vaccines and/or prophylaxis medicine. Vaccinators must have the ability to quickly develop a high level of skill in vaccinating with a bifurcated needle or other needles. They must have in-depth understanding of proper vaccination techniques, methods to prevent contamination of the vaccine, exposure risks, the medical conditions that constitute contraindications for vaccinations, the risks of vaccination, preparation of the vaccination site, normal and abnormal post vaccination responses, and proper follow-up care of the vaccination site. Vaccinators/Prophylaxis administrators must also be prepared to respond to medical emergencies that may occur within the clinic area.

Supervision Exercised

Vaccine/Prophylaxis administrators supervise vaccination/prophylaxis assistants.

Supervision Received

The vaccine/prophylaxis administrator is supervised by the smallpox clinic manager and nurse coordinator.

Duties/Tasks

1. Oversee the vaccination/prophylaxis process.
2. Administer the vaccine/prophylaxis.
3. Sign the clinic record.
4. Observe vaccine/prophylaxis recipients for immediate reaction or complications.

Job Requirements and Qualifications

Currently licensed by the State of Michigan as a physician, physician's assistant, nurse practitioner, nurse, or paramedic. Other designated paraprofessionals may qualify.

Allegan County Volunteer Job Description

Mass Inoculation and Prophylaxis Clinics

Position Title: Vaccination/Prophylaxis Assistant

Organization Unit: Health Department

Position Summary

Vaccination/Prophylaxis assistants must have a thorough understanding of the vaccination/prophylaxis process and the necessary supplies, proper technique for reconstituting the vaccine with diluent, proper care and handling of vaccine in the clinic, how to disinfect contaminated surfaces and dispose of soiled materials, and where to access additional. Vaccination/Prophylaxis assistants are also responsible for entering the vaccine and diluent lot numbers on the patient's consent form and clinic record and providing the vaccine recipient with vaccination card that documents when and where the vaccine was administered.

Supervision Exercised

None

Supervision Received

Vaccination/prophylaxis assistants are supervised by the vaccine/prophylaxis administrator and nurse coordinator.

Duties/Tasks

1. Assist the vaccine/prophylaxis administrator with all aspects of pre and post vaccination/prophylaxis activities.
2. Prepare vaccine with diluent if applicable.
3. Ensure that vaccination/prophylaxis station maintains adequate supplies.
4. Instruct recipients on location of vaccination.
5. Assist vaccine recipients in preparing the vaccination site (roll up sleeve, remove arm from shirt/blouse, etc.).
6. Clean vaccination site if necessary.
7. Apply dressing to the vaccination site.
8. Instructs clients about care and changing of the dressing.

Allegan County Volunteer Job Description

Mass Inoculation and Prophylaxis Clinics

Position Title: Volunteer Coordinator

Organization Unit: Health Department

Position Summary

Oversees volunteer activity at the clinic site. Interacts with the clinic manager and representative from the physical site of the clinic if applicable.

Supervision Exercised

Directly supervises Greeter-Educators, Registration Staff, Forms Collectors, and Clinic Flow Controllers to ensure those positions are filled and provide relief as needed.

Supervision Received

This position is supervised by the clinic manager.

Duties/Tasks

1. Oversees volunteer activity at the clinic site.
2. Assists the clinic manager in making duty assignments of volunteer staff.
3. Maintains roster of persons available for volunteer duty.
4. Maintains a schedule of times that volunteers will be available to work.

Job Requirements and Qualifications

Works well with a culturally diverse group of people. Supervisory experience is required.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute performance or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

College/ University:

Name: _____ City, State: _____ Area of Concentration (Major): _____

Check last year completed: Did you Graduate? Diploma, Degree or Certificate received?
 1 2 3 4 Yes No _____

Nursing Education:

Name: _____ City, State: _____ Area of Concentration (Major): _____

Check last year completed: Did you Graduate? Diploma, Degree or Certificate received?
 1 2 3 4 Yes No _____

Other Education:

Name: _____ City, State: _____ Area of Concentration (Major): _____

Check last year completed: Did you Graduate? Diploma, Degree or Certificate received?
 1 2 3 4 Yes No _____

Other:

Do you smoke or use any form of tobacco products: Yes No

I can perform all the essential functions of the position I am applying for with or without reasonable accommodations:

Yes No

Did you serve in the U.S. Armed Services: Yes No

Branch of Service: _____

Professional Licenses and/or Certifications

Are You Currently: Registered Licensed Certified

Eligible For: Registration Licensure Certification

Type: _____ State or National: _____ Date Expires: _____ Number: _____

Type: _____ State or National: _____ Date Expires: _____ Number: _____

Employment Experience

3108398664

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1)

Present Employer

Dates Employed

Position & Duties

Name _____

From _____

Address _____

To _____

Salary Range

Reason for Leaving

Supervisor's Name _____

Starting _____

Phone _____

Ending _____

Former Employer

Dates Employed

Position & Duties

2)

Name _____

From _____

Address _____

To _____

Salary Range

Reason for Leaving

Supervisor's Name _____

Starting _____

Phone _____

Ending _____

Indicate any of the employers you do not want us to contact. If your employment records exist under another name please specify.

Personal References

Give the names and addresses of persons who know you (not relatives). (We will assume we have your permission to contact these people unless you indicate to the contrary).

_____ Name _____ Address Street _____ City State Zip _____ Phone # Years Known	_____ Name _____ Address Street _____ City State Zip _____ Phone # Years Known	_____ Name _____ Address Street _____ City State Zip _____ Phone # Years Known
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Professional References (other than previously listed)

Give the names and addresses of persons who know you (work - not relatives). (We will assume we have your permission to contact these people unless you indicate to the contrary).

_____ Name _____ Address Street _____ City State Zip _____ Phone # Years Known	_____ Name _____ Address Street _____ City State Zip _____ Phone # Years Known	_____ Name _____ Address Street _____ City State Zip _____ Phone # Years Known
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In making this application for volunteer work an investigative consumer report may be prepared whereby information may be obtained through personal interviews with my neighbors, friends, or other acquaintances. Such an inquiry would include information as to character, general reputation, personal characteristics and mode of living. I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

I authorize you to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on the County/Courts. I understand this decision is to rest with the County/Courts.

I agree to maintain the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer.

I understand that completion of this Application For Volunteer Services does not guarantee that I have been chosen by this County/Court(s).

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I understand that any misrepresentation, deception, or false statement made in this Application may result in my not being considered for being a volunteer, and if not discovered by the County/Court(s) until after my becoming a volunteer, is grounds for, and may result in, my immediate termination.

I understand that the County/Court(s) requires the successful completion of a urinalysis for drug testing purposes and/or a blood alcohol test as a condition of volunteer work. By submitting this Application for Volunteer Services, I hereby consent to either or both of said tests, at the County/Court(s) discretion.

I hereby authorize my former employers to give any information regarding my employment including worker's compensation and alcohol and drug testing results together with any information they may have regarding me. I hereby authorize any police agency to give any information regarding any record they may have on me. I hereby authorize any educational institution listed on this application to release information regarding any record they may have on me.

I certify that the statements made by me in this application are true, complete and correct and made in good faith. I understand that any false statement herein are sufficient grounds for rejection of this application and if appointed, termination for cause. I understand that my statements herein are a material consideration in case of appointment.

Date Signed: / /

Signature of Applicant: _____