



Ramsey County Volunteer Assignment Application

Thank you for your interest in becoming a volunteer for Ramsey County!

Please complete this application form if you are interested in becoming a Ramsey County volunteer. You will need to specify an Assignment Preference. Responses in the fields marked with an asterisk (*) are required.

Once you complete the form, sign and date it and return it to the volunteer coordinator listed on the webpage for the assignment you are seeking.

1. Any false or incomplete information may be grounds for not appointing you to a volunteer assignment or ending your assignment after beginning volunteering.
2. You may be required to verify any or all of the information given on this application.
3. You authorize and release Ramsey County to contact prior employers, educational institutions and references.
4. You are responsible for notifying Ramsey County of any changes to your contact information (i.e., phone, email or address).
5. You may be required to pass a background check as part of this volunteer application process and authorize Ramsey County to conduct a background check.
6. You may be required to verify parental permission to serve as a volunteer if you are under age 18 by completing a supplemental Parental/Guardian Permission Form. A copy of this form along with a description of the volunteer assignment duties will be given to you and your parent/guardian if you are contacted for further consideration. PLEASE NOTE any minimum age requirements for the volunteer assignment you are seeking.
7. You may be required to attend an orientation session or complete a training program prior to beginning a volunteer assignment.

Name and Address

Please provide the following information. Most communication from Ramsey County will take place via email.

*First Name: _____ *Last Name: _____

*Street 1: _____

Street 2: _____

*City: _____ *State: _____ *Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

Maiden or Previous Name(s), if applicable: _____

Demographic Information

The following questions are OPTIONAL, except if you are under age 18, please provide your date of birth (including birth year.)

Date of Birth: (Month: _____/Day: _____/Year (year optional): _____)

Gender: Female Male

How did you hear about us?

- Employee/Friend
- Newspaper
- School

- HandsOn Twin Cities
- Other
- VolunteerMatch

- I Can Help Twin Cities
- Ramsey County website

Ethnicity: American Indian/Alaskan Native Asian/Pacific Islander Black/African American
 Hispanic/Latino Not Specified White

Facilities Maintenance: Carpentry General Repair Landscaping/Gardening
 Painting

Nature: Animals Plants

Development: Event Planning Fund Raising Grant Writing
 Volunteer Board

Skills, Interests & Experience (continued)

Recreation/Leisure Activities: Arts/Crafts Board Games Cards
 Exercise Outings Sewing
 Sports

Spiritual/Religious: Bible Study Chaplaincy Religious Programs
 Worship Services

Relevant Educational History

Please provide the following information.

Education: Associates Degree Bachelors Degree High School Diploma/GED
 JD (Law Degree) Masters Degree PhD
 Some College Trade/Vocational

Name of School (for internship applicants): _____

Student (currently): YES NO

Please list any relevant degrees (received or sought), courses, certifications, licenses, etc. that relate to the type of volunteer assignment you are seeking:

Relevant Work/Volunteer Experience

Please list your most relevant work or volunteer experiences as they relate to the type of volunteer assignment(s) you are seeking.

Employment Status: Full Time Part Time Retired Unemployed

Organization 1 Name: _____

Street 1: _____

Street 2: _____

City: _____ State: _____ Zip: _____

Organization 2 Name: _____

Street 1: _____

Street 2: _____

City: _____ State: _____ Zip: _____

References

Please provide references who are familiar with your background and character, one of whom is not related to you.

1. First Name: _____

Last Name: _____

Street 1: _____

Street 2: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email Address: _____

Relationship: _____

2. First Name: _____

Last Name: _____

Street 1: _____

Street 2: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email Address: _____

Relationship: _____

3. First Name: _____

Last Name: _____

Street 1: _____

Street 2: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email Address: _____

Relationship: _____

4. First Name: _____

Last Name: _____

Street 1: _____

Street 2: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email Address: _____

Relationship: _____

Emergency Contacts

Please provide at least one person who we should contact in case of emergency if you are assigned as a volunteer in Ramsey County. This information will only be made available to Ramsey County staff or volunteer coordinators on an as-needed basis.

1. First Name: _____

2. First Name: _____

Last Name: _____

Last Name: _____

Street 1: _____

Street 1: _____

Street 2: _____

Street 2: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

Email Address: _____

Email Address: _____

Relationship: _____

Relationship: _____

Other Information

Please use this section to provide any additional information about your schedule availability, background and interests, reasons for wanting to volunteer, etc. that you think we should know in determining your fit as a volunteer with Ramsey County.

Internship information (for Intern applications only)

If you are applying for a volunteer (UNPAID) internship assignment with Ramsey County, please describe your internship requirements you are seeking to fulfill (e.g., number of required hours)

Authorized Signature/MN Govt Data Pract Act Notice

The Minnesota Government Data Practices Act requires you to be informed that the information you have been asked to provide on this form, in some cases, is considered PRIVATE Data and may be shared with Ramsey County staff, volunteer coordinators or others with a legitimate business need to access the information. You may refuse to provide any of the data requested on this form; however, refusal may result in denial of your application for volunteer assignment. The data you supply (such as demographic information) may be used in aggregate form (not identifying you individually) for reports and other statistical purposes.

By checking the "I agree" box,

* I have read the application instructions and Minnesota Government Data Practices Act information related to data privacy.

* I certify that the information provided on this application is true and complete to the best of my knowledge.

* I also understand that I may be required to pass a background check process as part of this application.

* I authorize Ramsey County to contact the references I provided on this form as well as previous employers and educational institutions to verify the information I have listed and release Ramsey County from any claims related to contacting these references.

* I understand that if I am under age 18 that I have approval from my parent/guardian to accept this volunteer assignment.

* I understand that Ramsey County will determine whether my interests, background, skills and availability match its volunteer needs and that this application does not guarantee a volunteer assignment or preference in connection with any application for paid employment I may later submit to Ramsey County.

* I understand that, if accepted, I may be required to attend a volunteer orientation session or complete a training program prior to beginning a volunteer assignment.

By checking this box and signing this application form, I acknowledge this application for volunteer assignment has been carefully read and understood, and I accept the agreements herein.

I agree

Signature: _____ Date: _____