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  □ HandsOn Twin Cities  □ I Can Help Twin Cities
□ Newspaper  □ Other  □ Ramsey County website
□ School  □ VolunteerMatch

Ethnicity:  □ American Indian/Alaskan Native  □ Asian/Pacific Islander  □ Black/African American
□ Hispanic/Latino  □ Not Specified  □ White
Do you require anything (either during application screening interviewing processes or for completing volunteer assignment duties) to accommodate a disability or language difficulty? Please briefly explain what you need:

_________________________________________________________________________________________________
_________________________________________________________________________________________________

Availability/Location Preference
Please indicate the days and times you are usually available to volunteer. This information will be used to initially match your availability with our scheduling needs.

You will need to select one ASSIGNMENT (location) PREFERENCE for this application. Your application will be routed to the appropriate staff members for further review and contact.

<table>
<thead>
<tr>
<th>Term of Commitment:</th>
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<tr>
<td>☐ 3 months</td>
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<td>☐ 6 months</td>
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<td>☐ 9 months</td>
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<td>☐ 12 months</td>
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<tr>
<td>☐ Ongoing</td>
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<tr>
<td>☐ Other</td>
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*Assignment Preference (Choose one):
☐ Community Corrections
☐ Community Human Services
☐ Lake Owasso Residence
☐ Parks & Recreation
☐ Ramsey County Care Center
☐ Tamarack Nature Center
☐ Veterans Services

Skills, Interests & Experience
Please tell us about your skills, interests and experiences by completing the following skills inventory. This information will help us to best match you to our volunteer assignment needs.

Language:
☐ American Sign Language
☐ Other
☐ Hmong
☐ Somali
☐ Spanish

Educator Skills:
☐ Budgeting
☐ Interpretation – Cultural
☐ Job Coaching
☐ ESL Instruction
☐ Interpretation – Environmental
☐ Training
☐ Interpretation - Historical
☐ Tutoring

Administrative Support:
☐ Database Reports
☐ Evaluation
☐ General Office
☐ Planning
☐ Receptionist
☐ Research
☐ Supervision

Entertainment:
☐ Dance
☐ Instrument
☐ Magic
☐ Sing

Interpersonal:
☐ AA Group Facilitation
☐ Advocacy
☐ Group Facilitation

Marketing-Media:
☐ Graphic Design
☐ Photography
☐ Video Production

Marketing-Outreach:
☐ Media Relations
☐ Speakers Bureau
☐ Writing
Facilities Maintenance:  
☐ Carpentry  
☐ General Repair  
☐ Painting  
☐ Landscaping/Gardening

Nature:  
☐ Animals  
☐ Plants

Development:  
☐ Event Planning  
☐ Fund Raising  
☐ Volunteer Board  
☐ Grant Writing

Skills, Interests & Experience (continued)

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

Spiritual/Religious:  
☐ Bible Study  
☐ Chaplaincy  
☐ Worship Services  
☐ Religious Programs

Relevant Educational History
Please provide the following information.

Education:  
☐ Associates Degree  
☐ Bachelors Degree  
☐ JD (Law Degree)  
☐ Masters Degree  
☐ High School Diploma/GED  
☐ 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: _______________________________ 2. First Name: _______________________________
   Last Name: _______________________________ Last Name: _______________________________
   Street 1: _________________________________ Street 1: _________________________________
   Street 2: _________________________________ Street 2: _________________________________
   Home Phone: ______________________________ Home Phone: ______________________________
   Work Phone: ______________________________ Work Phone: ______________________________
   Cell Phone: ______________________________ Cell Phone: ______________________________
   Email Address: ___________________________ Email Address: ___________________________
   Relationship: ______________________________ Relationship: ______________________________

3. First Name: _______________________________ 4. First Name: _______________________________
   Last Name: _______________________________ Last Name: _______________________________
   Street 1: _________________________________ Street 1: _________________________________
   Street 2: _________________________________ Street 2: _________________________________
   Home Phone: ______________________________ Home Phone: ______________________________
   Work Phone: ______________________________ Work Phone: ______________________________
   Cell Phone: ______________________________ Cell Phone: ______________________________
   Email Address: ___________________________ Email Address: ___________________________
   Relationship: ______________________________ 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: __________________________________
   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: __________________________