



City of Prior Lake
Human Resources Department
4646 Dakota Street SE, Prior Lake, MN 55372
Phone: 952.447.9800
Fax: 952.447.4245
Web: www.cityofpriorlake.com

Volunteer Application

We welcome your application as a City Volunteer. Please provide us with complete information. All applicants must be at least 12 years old.

Last Name, First, Middle Initial		Phone Number		
Street Address	City	State	ZIP	
Email Address				

Interest Inventory, please check all that apply:

Community Special Events Chaplain
Senior Activities Public Works Maintenance

Other _____

Availability, please check all that apply:

Day Evening
Su M T W Th F Sa

Briefly describe any past/present volunteer experiences and your role(s) during that time:

List skills or hobbies you possess which will be beneficial in assisting in these programs:

Briefly describe your interest in volunteering:

Please provide the names of three persons as references (not related to you) who can testify to your qualifications and character.

Name and Occupation	Phone	Email
Name and Occupation	Phone	Email
Name and Occupation	Phone	Email

Please carefully read the following information "Notice to Applicant" - Data Privacy

The information you supply on this application will be used to assess your qualifications for the position for which you are applying. You are not legally required to provide the information but, we will not be able to consider your application without it. The information is requested to distinguish you from other applicants, identify you in our files, determine if you meet the minimum qualifications, and to assign you to volunteer work. The following information on this application is private data on individuals pursuant to the Minnesota Government Data Practices Act: your name, home address, home phone number, and email address. This information is available only to you, city employees who have a need for it, and persons, organizations and governmental agencies, if they have statutory or judicial authority to gain access. If you are certified as eligible, your name will become public data. If you are appointed, all information you supply on the application will become public, except your home street address, home phone number, and email address.

Applicant's Statement

I have read the "Notice to Applicant" regarding the MN Data Practices Act and understand my rights as a subject of data. I certify that all the information provided on this application is true and I understand that any misrepresentation or omission of facts contained in this application will be grounds for disqualification.

I authorize and consent to having city representatives make inquiries about me if I am to be considered. Former employers are authorized to give information about me in any form, oral or written. They are hereby released from all liability for issuing such information. By signing this form, I hereby acknowledge I have read and understood the above statements. I understand that this authorization may be revoked in writing by me at any time and in no event will it be valid for more than one year from the date below.

The City of Prior Lake requires a SIGNATURE on all applications.

Please submit a paper copy to the address shown on the top of the form *OR* email your application materials to: aschroeder@cityofpriorlake.com

Signature

Date

Parent/Guardian Signature
(if under 18 years)

Date