



City of Casa Grande Police Department

520 N. Marshall Street* Casa Grande, Arizona 85222 * (520) 421-8700 * Fax (520) 836-8081

Robert Huddleston * Chief of Police

VOLUNTEER APPLICATION PROCESS

Read this before filling out your application:

Please avoid these common errors when filling out your application.

- **Do not** list personal references who have known you for LESS than five (5) years. Avoid using relatives, supervisors, or neighbors for personal references.
- **Do not** omit information from your employment history! Even if you held a job for only one (1) day, we want to know about it. Whether a position you held was brief, seasonal, part-time, worked from your home or a “cash job”, please be sure to list it among your employment. Be sure to list **complete mailing addresses, telephone numbers, and the name of your immediate supervisor** for each position held.
- **Do not** fail to list the exact number of times you have tried, used or tasted illegal drugs or substances, if you have done so. If you do not recall the exact number of times, list a maximum number of times that you feel confident you have not exceeded. Be *very* sure to include the year or years as well- do not simply state “in high school”, “when I was younger”, “during college”, ect.
- **Do not** forget to sign your “Waiver to Release Confidential Information” form! The waiver is useless without your signature.
- **Do not** turn in your application until you have had it notarized.
- **Any false**, misleading or incomplete information is grounds for disqualification. Information received will be verified.



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Volunteer Application

Please Print

Name: _____
Last First MI

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

Address: _____
Street - Apt# City Zip

Mailing Address (if different) _____

P.O. Box # _____ E-Mail Address _____

Telephone Number – Home _____ Work: _____ Cell _____

Message: _____ Interested in: COP: _____ BlockWatch: _____ Other: _____

Driver's License: State _____ ID#: _____ Expires: _____

Have you ever been arrested for a:

(a) Felony? Yes ___ No ___, (b) Misdemeanor? Yes ___ No __.

If Yes, explain where, when, and disposition: _____

How do you feel the Volunteer Program will benefit you?

Explain how, you will benefit/help the City of Casa Grande in the area of crime detection, prevention or support in other duties.

List your specific skills and talents that might be useful in your volunteer work:



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Do you speak or write any languages other than English? If yes, describe:

EMPLOYMENT HISTORY: Show all employment past five years beginning with most recent.

Dates of Employment		Name & Address of Employer (Street, City, State)	Supervisor's Name & Phone Number	Job Title/Duties	Reason for Leaving
From	To				

PERSONAL REFERENCES: List at least three people who have known you for over one year, excluding relatives or former employers, who can answer questions concerning your past conduct and character as it applies to your meeting the minimum standards for appointment.

Name	Street Address, City, State, Zip	Home Phone Number	Work Phone Number	Years Known

FAMILY REFERENCES: List all immediate relatives (parents, siblings, spouse, and children).

Name	Relationship	Age	Street Address, City, State, Zip	Telephone Number



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RESIDENCES: List all residences during the past five years.				
From	To	Street Address	City	State/County

Applicant's Statement:

I certify that answers given in this application are true and correct. I authorize the Casa Grande Police Department to conduct any investigation necessary to verify information and arrive at a selection decision. I authorize any individual, company, organization or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

I understand that any deliberate misstatements, false or misleading information or omissions of material facts given in this application may result in forfeiture of eligibility to participate in any of the Volunteer Programs. I further understand that this application is not intended to be a contract of any kind.

I also understand that sharing confidential and/or sensitive information by me while volunteering at the Casa Grande Police Dept., when not authorized is a violation of State and Federal privacy act laws – punishable both by criminal and civil prosecution.

Applicant's signature: _____ **Date:** _____

Please return to: Volunteer Services Center Coordinator: Wendy Edwards, Casa Grande Police Dept., 520 N. Marshall Street, Casa Grande, Arizona 85122 Phone: 520-421-8711 Ext. 6140

NOTARY ACKNOWLEDGEMENT

State of Arizona

SS:

County of _____)

On this, the _____ day of _____, 20 _____, before me a notary public, the undersigned person, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Notary Public