

# Education Volunteer Application

Please initial each statement after you have read it.

- \_\_\_\_\_ Frank Buck Zoo has my permission to take and use my photograph on any type of volunteer or zoo related printed and/or published materials without compensation to me.
- \_\_\_\_\_ I understand there is a \$35.00 one-time participation fee that is due at orientation. This covers the shirt, name badge, and training materials.
- \_\_\_\_\_ If I am accepted in to the Volunteer program at Frank Buck Zoo, I agree to attend the orientation session prior to training and all of the set dates for training afterwards.
- \_\_\_\_\_ I agree to commit to at least 40 hours a year of volunteer service.
- \_\_\_\_\_ Frank Buck Zoo has the right to request I repeat any, or all portions of the volunteer training upon evaluation of my performance as a volunteer or after a lapse of six months of my volunteer services.
- \_\_\_\_\_ I may initiate resignation from the volunteer program by so stating in writing to the Volunteer Coordinator.
- \_\_\_\_\_ I understand that all business of Frank Buck Zoo is in strict confidence including but not limited to, written, verbal, and personal. No information may be released by volunteers in written, verbal or any other form to the media or any other source without prior permission of the Director of Frank Buck Zoo or her designee.
- \_\_\_\_\_ Volunteers under the influence of illegal drugs and/or alcohol will be asked to leave the premises of Frank Buck Zoo and immediately be terminated from the program. Further actions taken will be at the discretion of Frank Buck Zoo.
- \_\_\_\_\_ I agree to abide by all animal related as well as safety policies set by Frank Buck Zoo.
- \_\_\_\_\_ I have read, understand, and agree to the above conditions of my volunteering at Frank Buck Zoo.

**Return completed application with Criminal History Check Release Form to Ryan Herman, Frank Buck Zoo, 1000 W. California St., Gainesville, TX 76240.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Are you at least 18 years of age?    Yes    No (circle one)

Your current or last place of employment: \_\_\_\_\_

Position or title: \_\_\_\_\_

Employment Status:    Working full time \_\_\_\_\_    Working Part Time \_\_\_\_\_    Retired \_\_\_\_\_

May we call you at work if applicable:    Yes    No (circle one)

**Education:**

Date of Birth: Month \_\_\_\_\_ Day: \_\_\_\_\_ (Do not indicate year)

College: \_\_\_\_\_

Degree(s): \_\_\_\_\_

Physical or medical limitations that may affect your volunteering: \_\_\_\_\_

\_\_\_\_\_

Previous volunteer experience: \_\_\_\_\_

\_\_\_\_\_

Are you comfortable working with children? \_\_\_\_\_ Adults? \_\_\_\_\_

Special skills (carpentry, computer, etc.): \_\_\_\_\_

\_\_\_\_\_

Do you own exotic animals? Yes No (circle one)

If yes, what do you own: \_\_\_\_\_

Have you ever been arrested or convicted of a felony involving wildlife? Yes No (circle one)

If yes, please explain: \_\_\_\_\_

What expectations do you have of the volunteer program at Frank Buck Zoo?

\_\_\_\_\_

\_\_\_\_\_

How did you hear about the volunteer program at Frank Buck Zoo?

\_\_\_\_\_

What is your availability: (circle all that you are available to work)

Weekdays: Mon Tues Wed Thurs Fri Morning Afternoon Flexible

Weekends: Sat Sun Morning Afternoon Flexible

**References:** (do not include relatives, spouses, or significant others)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

# **BACKGROUND CHECK DISCLOSURE & RELEASE**

The City of Gainesville obtains a criminal history background for applicants applying for all positions and a driving record check for all applicants applying for positions that require driving of personal or city owned vehicles to conduct city business. The applicant's failure to identify any incidents as requested on the employment application, unless allowed by law, and the subsequent revelation of the incident pursuant to the criminal history and driving record background checks will automatically disqualify the applicant from employment with the City of Gainesville.

Pursuant to the requirements of the Fair Credit Reporting Act, notice is given that a consumer report\* request may be made in connection with your application for employment.

If you are denied employment, either wholly or partly, because of information contained in a consumer report, a disclosure will be made to you, in writing, of this decision, as well as the name and address of the consumer reporting agency making such report. You will also receive a copy of the report and a statement of your consumer rights.

By signing below, you consent to the procurement of a consumer report in connection with your application of employment.

Please note that this document is retained only in the Human Resources Department for background check purposes and is not forwarded to the hiring manager with the application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Other Last Names: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

Driver's License # \*\*: \_\_\_\_\_ State Issued: \_\_\_\_\_

License Class (A, B, C, CDL): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Please check here if you would like a copy of the report(s) we obtain: \_\_\_\_\_

\* For consumer report purposes only.

\*\* For positions where driving is required for business reasons

\*A consumer report may consist of employment records, educational verification, licensure verification, social security number verification, previous addresses, and other public records relative to criminal charges. A criminal report or driving history will not be requested unless it is deemed pertinent to the functions of the position for which you are applying. Medical records will not be requested.

**Please fill out the attached application and criminal history release form and mail to:**

**Attn: Ryan Herman  
Frank Buck Zoo  
1000 W California Street  
Gainesville, TX 76240  
Phone: (940) 727-9097**