



CITY OF COSTA MESA VOLUNTEER APPLICATION

RETURN TO:

City of Costa Mesa
 Human Resources Division
 77 Fair Drive, P.O. Box 1200
 Costa Mesa, CA 92628-1200
 www.costamesaca.gov
 (714) 754-5350

Title of volunteer position you are applying for:		
Last Name	First Name	MI
Phone:		
Home/Message ()		Cell ()
Email:		

Street Address	Apt. #	City	State	Zip
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Education (Circle highest grade completed)

High School: Grade 9 10 11 12
 G.E.D. Certificate
 Cal. High School Proficiency Test
 College: AA BA/BS MA/MS

Name of School _____ Name of College _____

Current Status:

Student (Name of School _____)
 Retired
 Employed (If employed, how many hours per week _____)

Other, Please Specify: _____

Employment/Volunteer History (Start with most Current)

To	From	Name and Address of Business, Agency or Department:	Duties
Reason for Leaving			

Title of Position	Name of Supervisor	Phone Number
<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer		

To	From	Name and Address of Business, Agency or Department:	Duties
Reason for Leaving			

Title of Position	Name of Supervisor	Phone Number
<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer		

To	From	Name and Address of Business, Agency or Department:	Duties:
Reason for Leaving			

Title of Position	Name of Supervisor	Phone Number
<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer		

VOLUNTEER INTEREST INVENTORY

Instructions: Listed below are several volunteer tasks. Please indicate the areas of work you can or would like to do.

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<input type="checkbox"/> Accounting	<input type="checkbox"/> Filing/Record Keeping	<input type="checkbox"/> Traffic Surveying	<input type="checkbox"/> Auto Maintenance
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Gardening/Landscaping	<input type="checkbox"/> Entertainer	<input type="checkbox"/> Recreational/Sports Activities
<input type="checkbox"/> Cleaning/Custodial	<input type="checkbox"/> Photographing	<input type="checkbox"/> Receptionist/Greeter	<input type="checkbox"/> Group Leader
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Research And Analyzing	<input type="checkbox"/> Using Statistics And Numbers	<input type="checkbox"/> Working W/Seniors
<input type="checkbox"/> Data Entry/Typing	<input type="checkbox"/> Food Service	<input type="checkbox"/> Word Processing	<input type="checkbox"/> _____
<u>Teaching Skills</u>			
<input type="checkbox"/> Drawing	<input type="checkbox"/> Painting	<input type="checkbox"/> Sewing	<input type="checkbox"/> Gardening
<input type="checkbox"/> Exercise	<input type="checkbox"/> Dance	<input type="checkbox"/> Crafts	<input type="checkbox"/> Tour Guide
<input type="checkbox"/> Handyman Repairs	<input type="checkbox"/> Cultural Activities	<input type="checkbox"/> Entertainment	
<input type="checkbox"/> Musical Instruments	<input type="checkbox"/> Cooking/Baking	<input type="checkbox"/> Computers	
<u>Foreign Languages</u>			
Speaking: _____ Reading/Writing: _____			
What are your goals for a volunteer job now?			
<input type="checkbox"/> College Credit	<input type="checkbox"/> Meet People	<input type="checkbox"/> Gain Skills	<input type="checkbox"/> Improve Community
<input type="checkbox"/> Prepare For Employment	<input type="checkbox"/> Other (Please Specify): _____		
Time available to work:			
Hours per week: _____	Days available: _____	Number of days per week: _____	
Preferred hours: _____	Preferred days: _____	Unavailable days: _____	
Other Skills and Abilities (Please Specify): 			

CERTIFICATE OF APPLICANT: The information contained on this application is correct to the best of my knowledge. I understand that falsification; omission or misstatement of information may result in refusal to assign me a volunteer position or dismissal from that position. Further, I understand that, if accepted as a volunteer, I will be required to comply with all rules, regulations, and policies of the City of Costa Mesa. If necessary, I grant permission to the City of Costa Mesa to verify any and all information contained within by contacting former employers and schools, etc.

May we contact your present employer? Yes No

Signature: _____

Date: _____

The voluntary information on this tear-off sheet is for statistical purposes only and will be kept confidential by the Personnel Division.

Name: _____

HOW DID YOU HEAR ABOUT US?

ETHNIC ORIGIN: (Please check one)

White

Afro-American

Hispanic

Asian or Pacific Islander

American Indian or Alaskan Native

Filipino

Other: _____

City Website

A job flyer at school

A job flyer at another city

A Costa Mesa Volunteer

Other (Please specify) _____

GENDER: Male Female

Will you be able to perform the essential duties of the job without accommodation? Yes No

If not, how would you perform the task, and with what accommodation?

The City of Costa Mesa is committed to providing reasonable accommodations to applicants and employees with known disabilities.