

Three Rivers Park District - Volunteer Application Form 12615 County Road 9, Plymouth, MN 55441 e-mail: volunteer@ThreeRiversParkDistrict.org web address: www.ThreeRiversParks.org 763.559.6706 Telephone Device for the Deaf 763.559.6719 FAX 763.557.4943	<i>Office Use Only</i> Volunteer ID#: _____ Date attended orientation: _____
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First, Middle & Last Name:	Preferred first name:
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Address:	City:	State:	Zip:
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Home phone:	Work phone:
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e-mail address:

Age: Are you 18 or older? __ (your age if under 18: ____)	Vocation (optional):
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Park site preference(s):

Positions interested in:

Availability (Please circle the items that best describe your interest & availability) • Schedule: weekends / weekdays / holidays, morning / afternoon / evening • Hours: 4 hours per: week / month / 6 weeks / 12 weeks / year / other: _____ • Commitment: on-going (30 hours or more/year) / seasonal (15-30 hours per year) / one time project

How did you hear about our volunteer program?

Questionnaire

Please answer questions completely. This information helps staff evaluate your suitability for each volunteer

Why do you want to volunteer for the Park District?

What are your strengths?

In what areas would you like to improve?
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Experience

Describe any experiences/employment/volunteer work/training that might relate to volunteer positions you are interested in. Include level of expertise, date of experience and reference name and phone number of organization where experience was obtained. (Examples: job, school, church, scouts, community involvement, etc.)	Reference name and phone number

Phone (day):

(eve./weekend):

Comments:

THREE RIVERS PARK DISTRICT
NOTICE TO APPLICANTS FOR EMPLOYMENT AND VOLUNTEERS
(PLEASE READ THIS IMPORTANT INFORMATION)

GENERAL

1. Please print or write clearly so we can read your application. It may affect your chances of getting a job or being placed in a volunteer opening.
2. Your score on an examination is valid for the time span stated in the job announcement.
3. Keep us informed of your current mailing address and phone number.
4. Keep us informed of the hours and work locations for which you are available.
5. If applying for volunteer opportunities, not all information may be pertinent, such as test scores and rank on eligibility list.

YOUR RIGHTS AS A SUBJECT OF DATA

In accordance with the Minnesota Government Data Practices Act, we must inform you of your rights as a subject of data. The data you give us about yourself is needed to identify you and to assist in determining your suitability for the position(s) for which you are applying. Race, sex, age and disability data are used in summary form by the Park District to monitor protected class employment and to meet federal, state and local reporting requirements. You are not legally required to supply any of the data we ask for on the application, but if you choose to withhold data other than race, sex, age, disability or Social Security Number, we cannot consider you for employment. If you do provide the data, your application will be considered, and if you are employed, the information you have given us will become part of your record.

Whether an applicant or volunteer, the information that we collect about you is classified as either public or private. Public means that it is available to anyone who asks to see it. Private means that the information is available only to the person the information is about and to the staff who must use it in the normal course of conducting Park District business and as otherwise provided for by law.

The following data that we may collect on you as an applicant for employment or volunteer is public:

1. Veteran status
2. Test scores
3. Rank on our eligibility list
4. Job history
5. Education and training
6. Work availability

Your name is considered private until you are certified as eligible for appointment to a vacancy or considered as a finalist. If you are hired or appointed to a volunteer opportunity, the following additional information about you will be public:

1. Your name
2. Your actual gross salary and salary range
3. Contract fees
4. Your actual gross pension
5. The value and nature of employer paid fringe benefits
6. The basis for and the amount of any added remuneration, such as expense reimbursement, in addition to your salary
7. Your job title
8. Your job description
9. Your education and training background
10. Your previous work experience
11. The dates of your first and last employment with us
12. The existence and status of any complaints or charges against you while you work for the Park District whether or not they result in a disciplinary action
13. The final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body
14. The terms of any agreement settling administrative or judicial proceedings
15. Work location and work phone number
16. Badge number
17. Honors and awards received in connection with Park District employment
18. Your payroll timesheets or other comparable data that are only used to account for your worktime for payroll purposes, except to the extent that release of time sheet data would reveal your reasons for the use of sick or other medical leave or other not public data
19. Your city and county of residence

Under the law, personnel data may be shared with labor organizations to the extent that they need it to conduct elections, notify you of fair share fee assessments, and implement various provisions of Minnesota Statutes, Chapter 179. Personnel data may be shared with these organizations and with the Bureau of Mediation Services to the extent that the Director of Mediation Services orders or authorizes such sharing. Additionally, personnel and payroll data may be shared with: U.S. Internal Revenue Service and Social Security Administration, Three Rivers Park District insurance contractors, PERA, and Minnesota Department of Revenue, Economic Security and Labor and Industry.

Anything not listed above as public which is placed in your application folder or your personnel jacket (such as medical information, letters of recommendation, resumes, etc.) is made by statute private information, and will not be shared with anyone but those members of our staff and appointing authorities or their designees who need it to process your application or file your personnel record, or as otherwise provided for by law. No private record of yours will be shared with any outside person or agency without your informed written consent.

If you have any questions regarding your rights as a subject of data, please contact:

Human Resources Office, Three Rivers Park District, 3000 Xenium Lane N, Plymouth, Minnesota 55441-1299.

[revised 5/02]