

Washington County Board of County Commissioners



VOLUNTEER INFORMATION

Washington County Board of County Commissioners' Volunteer Program is a district-wide effort encouraging and promoting community involvement.

By sharing your time and talent, you help enrich the community and provide much needed support to our County structure.

Each area of the county has different needs, but the need that exists across the county is community involvement and support.

All volunteers are required to complete a Volunteer Application Form annually and are subjected to criminal history background checks. Volunteers are expected to conduct themselves in a professional and courteous manner as they represent Washington County.

We reserve the right the right to deny or terminate the service of any individual if the behavior of that person is not appropriate for the setting of a County facility or function. Volunteers may discontinue service to the County at any time but are asked to notify the Human Resources Department of their discontinuance of service. Volunteers who wish to receive credit for their hours are expected to track service hours. Volunteers are covered by the County's Worker's Compensation insurance while volunteering at County facilities and functions as long as the service they are performing is within the scope of the assigned duties of the Department they are assigned.

Please complete the attached form and return to the Human Resources Office. Please note that you cannot begin your service to Washington County without prior approval. Please contact the Human Resources Office with questions at 850-415-5151.

We appreciate your service.

Sincerely,

Heather Finch
Human Resources Director

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
Chipley, Florida



VOLUNTEER APPLICATION

PLEASE PRINT

Department: _____ Date: _____

Name: _____
Last First Middle

Social Security No.: _____ Are you over the age of 18: Yes No

Address: _____
Street City, State, Zip

Home Phone: _____ Alt. Phone: _____

Emergency Contact Information: _____
Name Phone

Have you ever been convicted of a felony? No Yes, explain: _____

Do you volunteer at any other local agencies?

If yes, please list: _____

Please list any skills, qualifications, or certificates that you feel would assist the employees of the Board:

****It is important that volunteers comply with the Board's Personnel Policies and Procedures as well as applicable departmental, county, state, and federal ordinances and laws. Volunteers may be dismissed at any time for violations of these regulations or if the work load does not permit further assistance. Copies of the Personnel Policies and Procedures are available in the Human Resources Department.**

I hereby affirm that the information I have provided is true and correct. I have been informed of my duties as a volunteer of the Washington County Board of County Commissioners and I understand the statement above and agree to comply with the rules and regulations as set by the Board. I understand that this application is not an agreement for compensation or employment.

I hereby give Washington County BOCC the right to conduct an investigation of my background. I understand that any false answers, statements, implications, or derogatory information made by me or which is revealed as a result of this background investigation based on information supplied in my application, may be considered sufficient cause for denial.

Volunteer Signature _____ Date _____

*****PLEASE ATTACH A PHOTO COPY OF DRIVERS LICENSE OR STATE PHOTO ID*****

Volunteer Supervisor/Department: _____
Supervisor Name & Department Supervisor Initials

FOR USE BY HUMAN RESOURCES ONLY – Do not write beyond this point.

VOLUNTEER APPROVED Notes: _____

VOLUNTEER DENIED

Authorized Signature/Date _____