



Nye County Human Resources & Risk Management

MEMORANDUM

Date: April 7, 2010

To: Department Heads / Elected Officials

From: Danelle Shamrell, HR Manager

Subject: Volunteer Process

Please ensure the following applicable steps are completed for each Volunteer prior to them joining Nye County. See Nye County Personnel Policy Manual Section 3.22 – Volunteer Program.

Volunteers Packet - Each department will ensure ALL volunteers review and complete the entire Nye County Volunteer Packet of information provided, including a Nye County Volunteer Application.

DMV Background Check – to be administered by the HR department, will acquire DMV driving record and forward to Department Head.

Nye County Personnel Policy 2.16(1 - 3) - Use of County Property and Premises

1. Volunteer fire, ambulance, and senior service personnel may be permitted to use county vehicles for use related to their volunteer employment.
2. No employee or volunteer may drive a County vehicle unless and until the County has verified the employee has a valid driver's license.

Pre-Volunteer Drug Screen – to be administered by the HR department

Nye County Personnel Policy 3.14.2 - Pre-employment Drug Screening

... The applicant will be asked to authorize the County to conduct the drug screen through the County's designated laboratory testing facility as a requirement of employment. Current designated testing facilities are: Amargosa Clinic, Beatty Clinic, Pahrump Quest Diagnostics or Dr. Leviser office, Tonopah Nye Regional.

Physical - Volunteers that fall under the provisions of NRS 616A – 616D and NRS 617: A physical examination for a volunteer firefighter is required upon enrollment for voluntary service and once every 3 years after until the firefighter reaches the age of 50 years. Each volunteer firefighter who is 50 years of age or older shall submit to a physical examination once each year or as required by NRS. The volunteer firefighter shall coordinate the scheduling of the exam with the designated staff member of Nye County Emergency Services. Benefits of NRS 617.457 are contingent upon the volunteer firefighter's submission to the physical examinations. Refusal to submit to the physical would be a violation and subject to suspension or termination from the volunteer position. First time volunteer firefighter applicants who is 50 years of age or older on the date of their application will be responsible for payment of the costs of their physician examination but will be reimbursed for those costs if they become a volunteer firefighter (NRS 617.457 SB6). Reimbursement will be paid based on the volunteers out of pocket expenses, not to exceed the currently contracted rates with the providers.

Files – The Department Head is required to maintain a centralized filing system on all volunteers and will create a separate file on each volunteer that will house all pertinent information, completed forms, physicals, etc., and will ensure the files are kept in a secure and locked location and will allow only authorized personnel to access such files such as Department Head, and Human Resources.

Nye County Volunteer Application

Submit application to:

Nye County Human Resources
PO Box 3400 (mailing)
101 Radar Road (physical)
Tonopah, NV 89049
or
1981 E. Calvada Blvd. #120
Pahrump, NV 89048

An Equal Opportunity Employer

**HR Use only:**

If you have a disability and believe you require accommodation for the disability during the selection process, please contact us to make appropriate arrangements.

Volunteer Position Desired:

Department:

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Email address: _____

Telephone(s) Home (____) Cell (____) Work (____)

Are you 16 years of age or older?..... Yes No

Are you 18 years of age or older?..... Yes No

Are you currently employed by Nye County?..... Yes No

Have you been given a description or had the requirements of the volunteer work explained to you?..... Yes No

Do you understand the job requirements?..... Yes No

Can you perform the requirements with or without reasonable accommodation?..... Yes No

List other names, if any, you have used. _____

EDUCATION RECORD

***Copies may be required**

Did you graduate from high school or receive a GED certificate? Yes No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				
College/University (Undergraduate) 1.				
2.				
Graduate School				

Days Available (Circle)	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
-------------------------	-----	------	-----	-------	-----	-----	-----

History of Volunteer Activities and Work Experience:

Provide information regarding paid and volunteer work (include military employment if duties/assignments relate to the volunteer position you are applying for). Describe your most recent experience first; then list other relevant positions in chronological order, working down from the most recent. Use additional sheets if necessary.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.)

Yes No

Present Employer _____ Present Position _____

Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____

City _____ Paid Volunteer

State _____ Zip Code _____ Hours per week _____

Supervisor's Name/Title _____ Telephone (_____) _____

Related Duties:

Reason for Leaving:

Employer _____ Position _____

Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____

City _____ Paid Volunteer

State _____ Zip Code _____ Hours per week _____

Supervisor's Name/Title _____ Telephone (_____) _____

Related Duties:

Reason for Leaving:

Employer _____ Position _____

Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____

City _____ Paid Volunteer

State _____ Zip Code _____ Hours per week _____

Supervisor's Name/Title _____ Telephone (_____) _____

Related Duties:

Reason for Leaving:

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Paid Volunteer
State _____ Zip Code _____ Hours per week _____
Supervisor's Name/Title _____ Telephone (_____)
Related Duties:

Reason for Leaving:

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Paid Volunteer
State _____ Zip Code _____ Hours per week _____
Supervisor's Name/Title _____ Telephone (_____)
Related Duties:

Reason for Leaving: _____

Please state below any other information that would be helpful in determining your qualifications for the volunteer activities. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application. Use additional sheets if necessary.

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Nye County Human Resources.

- This is not an application for a paid position. Application for paid positions must be made on a separate application form.
- I authorize **NYE COUNTY** to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with **NYE COUNTY**. In addition, I authorize **NYE COUNTY** to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize **NYE COUNTY** to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize **NYE COUNTY** to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.
- In exchange for **NYE COUNTY'S** consideration of my volunteer application, I authorize anyone possessing information to furnish it to **NYE COUNTY** upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **NYE COUNTY**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.
- I declare that I am offering to volunteer to provide services for civic, charitable, or humanitarian reasons and am doing so freely and without coercion, direct or implied, from **NYE COUNTY**. I recognize that I will not receive nor do I expect compensation for the services I am offering, other than possible nominal fees, paid expenses, or reasonable benefits which may be provided to me at the sole discretion of **NYE COUNTY** for preparation for employment with **NYE COUNTY**.

The facts set forth in my volunteer application are true and complete. I understand that if asked to volunteer, any false statement on this application may result in my dismissal.

Signature of Applicant

Date

NYE COUNTY VOLUNTEER FORM

SECTION I *(To be completed by Volunteer)*

HR USE ONLY
Volunteer ID#:

New Volunteer Information

Name: _____ Last _____ First _____ M.I. _____ Social Security Number _____

Mailing Address _____ Street and Number _____ City/State _____ Zip _____ Yes/No _____
Telephone # _____ Confidential _____

Gender M F Date of Birth: _____ Marital Status: Single Married / Spouse's Name: _____
(If under 18 years of age, copy of Birth Certificate required)

Email Address: _____

Licenses: Driver's License #: _____ Commercial Drivers License #: _____

*In case of
emergency,
notify:* _____

Name	Telephone #	Relationship
------	-------------	--------------

Education

0-19 No post secondary education degree.
Use number that corresponds to the total number of years of education without obtaining a post-secondary degree
(i.e., 12 = graduation from high school, 13 = 1 year of college, etc.)
20 Associates Degree
30 Bachelors Degree
40 Masters Degree
50 Law Degree
60 Doctorate
70 Medical Degree

Ethnicity Code

A	Asian/Pacific Islander
B	Black (not of Hispanic Origin)
H	Hispanic
I	American Indian
W	White (not of Hispanic Origin)
U	Unknown

Veteran Status

0	Non-Veteran
1	Special Disabled Veteran
2	Vietnam Era Veteran
3	Other Veterans

Veteran Status _____

Ethnicity _____

Education _____

Volunteer Signature _____ Date _____

SECTION II *(To be completed by Department Head/Elected Official)*

Department	Location	Yes	No	Yes	No
------------	----------	-----	----	-----	----

Driving a County Vehicle

Drug Screen Performed

Start Date	Supervisor	Fund/Department Account Number	Position#/Auth.# (HR Use)
------------	------------	--------------------------------	------------------------------

Department Head/Elected Official Signature

Date

Nye County

Volunteer Agreement

I, _____, agree to volunteer my services to
Nye County _____ (department)
in the position of _____.

I agree that as a volunteer:

- 1) To perform this service for Nye County for charitable reasons, without promise, expectation or receipt of compensation for services rendered, although I can be paid expenses, reasonable benefits and a stipend for such services in the amount of _____.
- 2) To offer my services freely and without pressure or coercion, direct or implied, from Nye County; and
- 3) I am not employed by Nye County to perform the same type of services as those for which I am agreeing to volunteer.

I realize Nye County is depending on my services. If for a serious reason, I cannot keep my commitment, I will notify my supervisor in advance.

Volunteer Signature

Date

Depart. Head/Elected Official Signature

Date