



# Superior Court of Arizona

Pinal County

Court Human Resources

## Volunteer Application

<b>Name:</b>			
<b>Address:</b>		<b>City:</b>	<b>State:</b> AZ
<b>Phone:</b>		<b>Message Phone:</b>	<b>Zip Code:</b>
<b>E-mail Address:</b>		<b>Employee Number:</b>	
Are you currently a regular Pinal County employee? Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Employment Dates (mo/yr):</b>	
Have you ever worked for Pinal County or the Superior Court? Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Are any of your relatives*(includes marriage) employed by the Pinal County or the Superior Court?</b> <i>(*If yes, please list name, relationship and department below)</i>	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name(s):</b>			
<b>Relationship:</b>		<b>Department:</b>	
How often are you available to volunteer? Once a week <input type="checkbox"/> Twice a week <input type="checkbox"/> Daily <input type="checkbox"/> Other: _____			
Which days of the week are you available? Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>			
Are you interested in receiving emails/and or information regarding volunteer opportunities? Yes <input type="checkbox"/> No <input type="checkbox"/>			

### Please indicate areas of interest:

<input type="checkbox"/> Adult Probation Department	<input type="checkbox"/> CA – Human Resources	<input type="checkbox"/> CC – Self Help Center
<input type="checkbox"/> Juvenile Court	<input type="checkbox"/> CA – Extern* (must be enrolled in a J.D. program)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> JCS – CASA Program	<input type="checkbox"/> CA – Information Officer/Concierge Desk	
<input type="checkbox"/> Court Administration	<input type="checkbox"/> CC – Conciliation Court	

### Please check your office skills and/or interest:

<b>Microsoft Office</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Typing</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Data Entry</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Accounting</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Filing</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
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### Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Employment History

<b>Position Title:</b>	<b>Employment Dates (mo/yr)</b>	<b>From:</b>	<b>To:</b>
<b>Employer:</b>	<b>Phone #:</b>		
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Direct Supervisor:</b>			

<b>Position Title:</b>	<b>Employment Dates (mo/yr)</b>	<b>From:</b>	<b>To:</b>
<b>Employer:</b>	<b>Phone #:</b>		
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Direct Supervisor:</b>			

### Two Personal References (not related to you):

<b>Name:</b>	<b>Phone #</b>
<b>Address:</b>	<b>State:</b> <b>Zip:</b>

<b>Name:</b>	<b>Phone #</b>
<b>Address:</b>	<b>State:</b> <b>Zip:</b>

### Emergency Contact:

<b>Name:</b>	<b>Phone #:</b>	<b>Relationship:</b>
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Do you have a request for reasonable accommodations to perform volunteer duties? Yes  No

Have you ever been terminated, discharged, or forced to resign? Yes  No

(If yes, please name the employer, explain the circumstances, and when (mo/yr): \_\_\_\_\_

**The Superior Court conducts an extensive background investigation of criminal history.**

A criminal conviction does not constitute an automatic bar to placement. Each case is considered individually and based on job requirements. However, failure to answer truthfully will result in disqualification for placement with the Court.

“Crime” as used in this section means any and all felonies, misdemeanors, and serious driving offenses. “Crime” does not include minor civil traffic offenses. If you are unsure how to answer this question, please ask for assistance.

“Convicted” means that you have been found guilty by a court or jury, pleaded guilty or no contest to a crime and/or have been sentenced for a crime, whether incarcerated, placed on probation, fined, or received suspended sentence.

Have you ever been convicted of a crime, regardless of whether the conviction was later set aside or expunged, in any domestic, foreign or military court? Yes  No

Are you pending charges, trial or other court proceedings for any crime, in any jurisdiction, at this time? Yes  No

If you answered yes to either or both of these questions, please give details including the offense(s) for which you were convicted or are currently pending charges, date of conviction, and jurisdiction (court, city, county and state). If an offense has been set aside or expunged, please give date of action.

Charge: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_ Date: \_\_\_\_\_

If YES, please explain: \_\_\_\_\_

**CONDITIONS**

The program is under no obligation to accept all interested applicants.

I fully understand, acknowledge and agree to the following:

Any or all of the following may be required before placement in any sensitive volunteer position:

(A )Background/Criminal History Investigation (B) Fingerprinting (C) Substance Abuse Testing (D) MVD Check

All statements made on this application are true and authorization is given to investigate all matters contained in this application. Any false statements or misrepresentation on this application will be cause for refusal of placement or immediate dismissal at any time during the period of my placement. Placement does not constitute a promise of employment.

<b>Applicant Signature:</b>		<b>Date:</b>
<b>Parent/Guardian Signature (if applicant is a minor):</b>		<b>Date:</b>
<b>FOR OFFICE USE ONLY</b>		<b>PLEASE RETURN APPLICATION TO:</b> Superior Court in Pinal County Court Administration, ATTN: HR P.O. Box 1748 Florence AZ 85132
Date Received		
Date Interviewed		
Date Placed/Dept Approval		
Dept Supervisor Name		