Town of Cedar Lake - Volunteer Application

7408 Constitution Ave, PO Box 707, Cedar Lake, IN 46303

Name _____

Last First M.I.

Street Address _____

City _____ State _____ Zip_____

Primary phone_____ Alternate phone_____

Email Address _____

Emergency Contact Name _____

Emergency Contact Phone _____

Have you ever been employed or volunteered with us before? Yes ☐ No ☐
If yes, when and what did you do? _____
_____

Are you at least 18 years of age? Yes ☐ No ☐

Have you ever been convicted of any crime in the last five years that has not been expunged by a court? Yes ☐ No ☐
If yes, explain when, where and what was the disposition of the case:_____
_____

I certify that the answers given by me to the foregoing questions and statements are true and correct to the best of my knowledge without consequential omissions of any kind. I agree that the Company shall not be held liable in any respect if my employment/volunteerism is rejected or subsequently terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if selected, may lead to employment/volunteerism termination. I understand that random drug testing may be required. I also voluntarily and knowingly authorize the references named above to give any information requested regarding my former employment, character and qualifications. I hereby voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless said references from any and all liability for any damages for issuing this information, except for the malicious and willful disclosure of derogatory facts concerning my employment/volunteerism made for the express purpose of preventing me from obtaining employment/volunteerism, which the party disclosing such facts knows to be untrue. In consideration of my employment/volunteerism, I agree to conform to the rules and regulations of this organization. My employment/volunteerism can be terminated with or without cause or notice, at any time, at the option of either my employer or myself. I also hereby relinquish my rights and release you from liability by reason thereof, for the purpose of conducting a background investigation regarding criminal history.

Signature _____ Date_____

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7408 Constitution Ave, PO Box 707
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219.374.7000

Internal Use Only

Requestor: _____

Background Check

Authorization and Liability Release

I hereby authorize the Town of Cedar Lake to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information, which may be material to my qualifications for volunteering. I also understand the Town of Cedar Lake may check all of the above entities during my volunteer term using this authorization form.

I release the Town of Cedar Lake and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regard to the information obtained from any and all of the above referenced sources.

A copy of a photo ID must be provided such as a driver's license, state ID or school ID.

I understand that being a volunteer is contingent on a satisfactory background investigation. I also understand that this form will be kept in my permanent file as a volunteer. I certify that the following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge.

Name _____
Last First M.I.

Maiden &/or Alias Name(s) _____

Address/City/State/Zip _____

Social Security Number _____ Date of Birth _____

Primary phone _____ Alternate phone _____

Email Address _____

**Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records and will not be used for discriminatory purposes.*

I have read this Authorization and Liability Release and understand and agree with each of its terms.

Signature _____ Date _____

If applicant is under 18 years of age, a parent/guardian signature is also required.

Signature _____ Date _____

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Confidentiality Statement

I shall respect the privacy concerns of the people we serve and I shall hold in confidence all information obtained in the course of the professional service, whether that information is obtained through written records or daily interaction with the person. Therefore, I will not disclose an individual's confidences to anyone, except:

1. As mandated by law
2. To prevent a clear and immediate danger to a person(s)
3. Where I am compelled to do so by a court or pursuant to the rules of the court

I shall store or dispose of professional records in ways that maintain confidentiality. I shall possess a professional attitude, which upholds confidentiality toward the people we serve, colleagues, applicants and any sensitive situations arising within the organization. I, upon my termination, shall maintain child and co-worker confidentiality and I shall hold confidential any information about sensitive situations within this organization. I understand that violation of this confidentiality statement may be grounds for immediate dismissal.

Signature _____Date_____

Waiver & Release of Liability

☐ (Initial) I hereby release the Town of Cedar Lake, its employees, officers, volunteers and agents from any and all claims, demands, rights and causes of action that may arise from my volunteer work with the Town. I am assuming the risk for any mental or physical harm I might incur.

☐ (Initial) I understand that it is my desire to further the work of the Town by performing services as a volunteer. I will undertake these services as a volunteer without compensation plan. I acknowledge that I am not acting as an employee of the Town of Cedar Lake. I also acknowledge that I would not be covered under the Town of Cedar Lake Worker Compensation Plan.

☐ (Initial) I agree that all personal possessions/property kept in the Town of Cedar Lake buildings, on Town of Cedar Lake property and on any property used by the Town of Cedar Lake are my own responsibility. The Town of Cedar Lake will not be held liable for any damage, loss or theft.

Signature _____Date_____

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Code of Ethics & Conflict of Interest

Ethics/Conflict of Interest

A. The proper operation of the Town of Cedar Lake, Indiana, requires that all official representatives be effective, independent, objective, and accountable to the people they serve. To ensure these qualities are upheld, the Town has adopted this Code of Ethics and Values to promote and maintain the highest standards of personal and professional conduct in our community. All elected and appointed officials, employees, volunteers, and others who participate in our government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice these core values in their work. Because we value the public's confidence and trust in our services and its decision-makers, our character and behaviors must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

Honesty/Integrity

1. To act with moral courage
2. To make decisions for the public's best interests, even when they may not be popular
3. Not engage in any business that would be, directly or indirectly, inconsistent with the conscientious performance of our public duties
4. To make no private promises of any kind that may unduly influence our public duties
5. To accept the responsibility to: (1) expose corrupt practices and/or behaviors and, (2) where empowered to do so, protect any public employee from retaliation who has exposed corrupt practices and/or behaviors

Respect/Civility

1. To treat others as you would wish to be treated
2. To accomplish the goals and responsibilities of our individual positions, while respecting our role as a member of a team and the community at large
3. To act in a professional and responsive manner
4. To work together in a spirit of tolerance and understanding
5. To work to build consensus and accommodate diverse opinions
6. To communicate effectively by listening carefully, asking questions, and responding in a way that adds value to conversations

Accountability/Responsibility

1. Do not participate in any decision where we have a conflict of interest or from which our family, business, or professional associates may personally benefit
2. Do not use our positions, public property or public resources for the personal benefits of ourselves, our family or our business or professional associates
3. Never solicit or accept any favor or benefit for our family, our business, professional associates or ourselves that might be construed as influencing the performance or our public duties
4. To make full public disclosure of the nature of any conflict of interest prior to any action taken
5. To avoid disclosing or abusing the information that we gain by virtue of our position for the personal benefit of ourselves, our family or businesses or professional associates.

6. Do not engage in direct competition with our respective Town while we are an employee, an appointed official, or an elected official
7. To support the public's right to know the truth and encourage diverse and civil public debate in the decision-making process.

Fairness/Justice

1. To promote non-discrimination in our decision-making for our respective Town and to make decisions based upon the merits of the issue at hand
2. To recognize the function of government to serve the best interests of the citizens
3. To use our authority to promote the efficient and effective delivery of public services
4. To refrain from proposing services where adequate resources are not available
5. To work to remedy the imbalance where inadequate resources adversely affect the best interest of the citizens

B. Behavior inconsistent with the values set forth in this code may be redressed by the traditional instruments of governance including state law, ordinances, and work rules.
C. No employee shall use his/her position with the Town for personal gain, nor shall he/she engage in any business or transaction, which is in conflict with the proper discharge of his/her duties.
D. No employee shall accept any valuable gratuity, whether in the form of a service, loan, item, or promise from any person, firm, or corporation which is interested directly or indirectly in any manner whatsoever in business dealings with the Town; nor shall employees accept any valuable gift, favor, or item that may tend to influence an employee in the discharge of his/her duties. No employee shall grant any improper favor, service, or item in the discharge of his/her duty. Therefore, a limit of $100 (one hundred dollars) per occasion will be considered reasonable for gifts that might consist of luncheons or dinners at various meetings, seminars, or conventions.
E. All employees are expected to maintain the highest possible ethical, moral, and legal standards, and to perform their duties in compliance with all applicable federal, state, and local laws, the rules and regulations continued in this manual, and/or future administrative directives deemed necessary.
F. No employee shall, without proper and legal authorization, disclose confidential information concerning the property, government, or affairs of the Town.
G. No employee shall engage in, accept private employment, or render services for private interests, when such employment or service is incompatible with the proper discharge of his/her official duties, or would tend to impair his/her independent judgment or action in the performance of his/her official duties.

I understand that violation of this Code of Ethics & Conflict of Interest may be grounds for dismissal.

Signature _____Date_____