

City of NEWPORT
VOLUNTEER APPLICATION

Newport City Hall ♦ 2060 1st Avenue ♦ Newport ♦ Minnesota ♦ 55055
Telephone 651-459-5677 ♦ Fax 651-459-9883

Thank you for your interest in volunteering for the City!

Personal Information

Name: _____ Telephone: _____

Address: _____ Cell: _____

City/State/Zip: _____ Are You Under 18: _____

Email Address: _____

Have you ever been convicted of a crime: Yes No

If yes, list specific crime, circumstances, date of conviction, and location of conviction below:

Have you ever been discharged, forced to resign, or “counseled out” of prior employment or a volunteer assignment?

Yes No If yes, please list the circumstances below:

Type of Volunteer Work:

Voluntary Commission Library and Community Center Volunteer One-Time Volunteer

Adopt-a-Park/Trail (See attached to select which park/trail you would like and fill out the information below)

Volunteer Information

Volunteer Experience and Special Skills:

Availability: Please list the times when you are available below

Adopt-a-Park/Trail Information

Name of Group/Person (if different from above): _____

Name of Group Representative (if different from above): _____

Desired Trail/Park: _____

Time Commitment (example: January 1 - December 31): _____

NOTE: If you are an experienced gardener and are interested in helping weed Newport’s public gardens, please contact Matt Yokiel at (651) 459-2475.

Applicant Statement and Acknowledgements

I certify that the information contained in this application is correct, and I have not omitted or misstated any information. I understand that falsification or omission of information may disqualify me from further consideration for volunteering and may lead to my dismissal if discovered at a later date. I agree to immediately notify the City of Newport if I should be convicted of a felony or any crime while my application is pending, or during my period of volunteering.

I authorize all persons, schools, employers and law enforcement authorities to release any information concerning my background, including all information contained in this application. I hereby release any said persons, school, employers, and law enforcement authorities from all liability in responding to inquiries in connection with my application.

I understand that I am required to abide by all rules and regulations set forth by the City of Newport. I also understand that I have the right to receive a copy of this acknowledgement should I request one.

Applicant's Signature: _____ Date: _____

Parent/Guardian's Signature (required if under 18): _____

City of Newport
2060 1st Avenue, Newport, MN 55055
651-459-5677

Because the position for which you are applying for will require you to provide care, treatment, education, training, instruction, or recreation to children, the City of Newport will request the Bureau of Criminal Apprehension (BCA) to perform a criminal background check on you under Minnesota Statutes Chapter 299C.62.

As part of your volunteer application process with the City of Newport you are being asked to supply private data that was not requested on the application form. The City of Newport is requesting you supply the data to determine your suitability to volunteer with the City of Newport, including use of the data to conduct criminal history and related record checks. You may refuse to provide any requested data. However, a refusal will prevent the City of Newport from conducting an adequate background investigation which in turn may cause your application for volunteering to be removed from consideration.

Private data, such as date of birth and driver's license number may be shared with the Department of Human Resources, the City, the Sheriff's Office, and legal advisor to the City. Otherwise, unless authorized by State statutes or Federal law, your private data will not be released to any other person or agency without your written consent except under court order or if otherwise authorized or required by law. A written consent for release of private data is known as "INFORMED CONSENT." Any public data you provide is available to anyone requesting it.

The private data the City of Newport is now requesting from you is as follows:

Have you ever been convicted of any of the following crimes? _____ Yes _____ No
(If yes, please attach a description of the crime and the particulars of the conviction.)

BACKGROUND CHECK CRIMES
Under Minnesota Statutes Chapter 299C

- Murder
- Criminal Sexual Conduct
- Any Assault Crime Against a Minor
- Any of the following Child Abuse Crimes committed against Minor victim, constituting a violation of Minnesota
- Felony Level Assault
- Manslaughter
- Prostitution-Related Crime
- Kidnapping
- Arson

Statutes Sections:

- 609.185,(5) Murder in the 1st Degree
- 609.221 Assault in the 1st Degree
- 609.222 Assault in the 2nd Degree
- 609.223 Assault in the 3rd Degree
- 609.224 Assault in the 5th Degree
- 609.2242 Domestic Assault
- 609.322 Solicitation, Inducement and Promotion of Prostitution
- 609.324 Other prohibited acts of Prostitution
- 609.342 Criminal Sexual Conduct in the 1st Degree
- 609.343 Criminal Sexual Conduct in the 2nd Degree
- 609.344 Criminal Sexual Conduct in the 3rd Degree
- 609.345 Criminal Sexual Conduct in the 4th Degree
- 609.352 Solicitation of Children to Engage in Sexual Conduct
- 609.377 Malicious Punishment of a Child
- 609.378 Neglect or Endangerment of a Child
- 152.021, subd.1,(4) Controlled Substance Crime in 1st Degree
- 152.022, subd.1,(5) or (6) Controlled Substance Crime in 2nd Degree
- 152.023, subd.1,(3) or (4) Controlled Substance Crime in 3rd Degree
- 152.023, subd.2,(4) or (6) Controlled Substance Crime in 3rd Degree
- 152.024, subd.1,(2), (3) or (4) Controlled Substance Crime in 4th Degree

As the subject of a Child Protection background check, your rights include:

- to be informed that the City of Newport will request this check for becoming or continuing as an employee or volunteer, and to determine whether you have been convicted of any of the above specified crimes, and
- to be informed of the BCA's response and obtain a copy of the report from the City of Newport,
- to obtain from the BCA any record that forms the basis for the report, and
- to challenge the accuracy and completeness of any information contained in the report, and
- to be informed whether the City of Newport has denied your application because of the BCA's response and not to be required directly or indirectly to pay the cost of the background check.

Minnesota statutes and the BCA require you to complete the following information in order to complete the background check:

Last Name of Applicant (please print):

First Name (please print):

Middle (full)(please print):

Maiden, Alias or Former (please print):

Date of Birth: _____ **Sex** (M or F): _____

Month/Day/Year

Social Security Number (Optional):

Signature: _____ Date: _____

This release is valid for one year from the date of my signature

Adopt-a-Trail/Park Program

What is the Adopt-A-Trail / Park Program?

Adopt-A-Trail or Park is a volunteer program available to community groups, civic organizations, churches, families, and individuals interested in becoming more involved in the community by helping maintain Newport's parks or trails. Volunteers remove litter and debris from one of Newport's parks or civic areas, or along one of Newport's Trails, one time in April, May, and September, and two times in June, July, and August, for a minimum period of one year. The City provides free trash bags and picks up the full bags.

Why should I participate?

Through the dedication and work of volunteers, the City is able to make improvements not otherwise possible. Although City staff do their best to maintain the parks, it is difficult to keep up with the day-to-day traffic flow and resulting litter. Litter is unsightly and spoils the beauty of our parks. Litter free parks are more inviting to Newport's citizens and visitors, and to prospective businesses and new citizens. By volunteering to Adopt-A-Park, you increase the pleasure of park visits for everyone and you take ownership of your City. Volunteers are presented with a certificate of appreciation by the City.

How do I become involved?

Fill out the information on the first and second page, plus a copy of the Newport Citizen Volunteer Policy available from City Hall or from the City's website, and return both forms to Newport City Hall, 2060 1st Avenue. Or contact Matt Yokiel, Assistant Superintendent of Public Works, at (651) 459-2475.