

Applicant: \_\_\_\_\_  
Last Name, First MI



## Volunteer Application

Please Return to:  
Huntington Park Police Department  
ATTN: Volunteer Coordinator  
6542 Miles Avenue  
Huntington Park, California 90255

**AN EQUAL OPPORTUNITY EMPLOYER**

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**Huntington Park Police Department**  
**Volunteers in Police Service**  
**6542 Miles Avenue**  
**Huntington Park, California 90255**

**323-826-6600 323-584-6254**  
**www.HuntingtonParkPD.Org**

**Applicant Instructions:** Print, using black ink or typewriter. Answer all questions accurately and completely. All statements in your application are subject to verification and incorrect or incomplete statements may bar or remove you from employment. Read the Certificate of Applicant in Section 7 carefully before signing.

**1. PERSONAL DATA**

Name: Last	First	Middle	Area Code	Home Telephone Number		
Other Names Used			Area Code	Work Telephone Number		
Home Address (Number & Street)			Area Code	Cellular Telephone Number		
City, State & Zip Code			E-Mail Address			
Do you have a valid California Driver's License: YES <input type="checkbox"/> NO <input type="checkbox"/>			Social Security Number			
State: _____ Number: _____ Class: _____ Expiration: _____						
Are you a United States Citizen: YES <input type="checkbox"/> NO <input type="checkbox"/>			Are you at least 18 years of age: YES <input type="checkbox"/> NO <input type="checkbox"/>			
If not can you show proof of permanent resident alien status: YES <input type="checkbox"/> NO <input type="checkbox"/>						
Place of Birth		Date of Birth	Height	Weight	Hair Color	Eye Color

**2. EDUCATION AND TRAINING (Attach additional sheets if necessary.)**

Name & location of last grade or high school attended		Highest grade completed			Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>		Do you have a GED certificate? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Name & Location of College, University, Business or Trade Schools attended:	# of Units	Sem	Qtr	Major Subjects	Degree or Certificate. (Attach Copy)		Date Received or Expected	
Please describe additional course work or training (including military) which would qualify you for this position.								
Please list certificates or licenses of professional or vocational competence you possess which relate to this position.								
Please describe any relevant skills you have such as typing, shorthand, computer (hardware and software), and machine or equipment operation.								
Have you ever been employed by the City of Huntington Park? YES <input type="checkbox"/> NO <input type="checkbox"/>								
From: _____		To: _____		Department: _____				
Are you related to anyone who is either an employee or elected official of the City of Huntington Park? YES <input type="checkbox"/> NO <input type="checkbox"/>								
Relative: _____			Relationship: _____					

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**3. A “YES” ANSWER TO ANY OF THE NEXT 2 QUESTIONS REQUIRES AN EXPLANATION UNDER SECTION 4.**

Have you ever been convicted or forfeited bail in any criminal matter? (you may omit minor traffic violations) YES  NO

Indicate below for each offense the (1) Date, (2) Offense, (3) Place, (4) Actions Taken. Please Note: A conviction is not an automatic bar to employment. The offense for which you were convicted, when it occurred, and your conduct since the offense will be considered in terms of the job for which you are applying.

Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? YES  NO

**4. ADDITIONAL INFORMATION**

Use this space to provide additional information as required by this application, or to describe in greater detail any aspects of your experience or activity that are pertinent to the job you are seeking.

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### 5. EMPLOYMENT HISTORY

List all periods of employment for the last (10) ten years, starting with the most recent and working back. Start with present employment, including current employment with the City. Indicate any discharge or forced resignation. List periods of Military Service and previous employment with the City of Huntington Park, regardless of when they occurred. List separately different positions with the same employer. Give complete information. A resume does not substitute for this section. If you need additional space use the back of the application or attach additional sheets using this format.

Do you object having your present employer contacted? YES  NO  If YES, explain: \_\_\_\_\_

From: _____ Mo / Yr	To: _____ Mo / Yr	Title of Your Position: _____
Name & Address of Employer: _____ _____ _____		Duties: _____ _____ _____ _____ _____
Name of Supervisor: _____		Telephone Number of Employer: _____
Reason for Leaving: _____		

From: _____ Mo / Yr	To: _____ Mo / Yr	Title of Your Position: _____
Name & Address of Employer: _____ _____ _____		Duties: _____ _____ _____ _____ _____
Name of Supervisor: _____		Telephone Number of Employer: _____
Reason for Leaving: _____		

From: _____ Mo / Yr	To: _____ Mo / Yr	Title of Your Position: _____
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Name of Supervisor: _____		Telephone Number of Employer: _____
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**6. BIOGRAPHY (This section must be filled out or your application will be returned. Attach more pages if applicable)**

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**6. BIOGRAPHY (CONTINUED)**

**7. CERTIFICATE OF APPLICANT - PLEASE READ CAREFULLY**

If employed, will you take a loyalty oath for Public Officer and Employees? YES  NO . If no, please explain: \_\_\_\_\_

\_\_\_\_\_

This is to inform you that as part of our procedure for processing your application an investigative background report, including a DMV check, may be made through a personal interview with you and/or any third parties who may have information concerning you/or a record search. All offers of employment are conditioned upon the successful passing of a physical, including a drug screen, and/or psychological examination. The use of this application form does not indicate that there are any positions open and does not in any way obligate the City to process your application and/or hire you.

**CERTIFICATION:**

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequent omissions of any kind whatsoever. I agree that the City shall not be liable in any respect if my employment is terminated because of the falsity of statements, answers or omissions made by me in this application. I authorize the companies, schools or persons named above to give any information regarding my employment that they may have regarding me whether or not it is in their record. I hereby release said companies, schools or persons from all liability for any damage for issuing this information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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