



MARGATE VOLUNTEER PROGRAM (MVP) APPLICATION

The **Margate Volunteer Program (MVP)** provides the community with an opportunity to assist with special events, government functions, emergency operations, and other important services that impact the quality of life of Margate residents. Volunteering exemplifies what it means to say "Together We Make It Great"!

INDIVIDUAL PROFILE

Name:		Today's Date:	
Mailing Address:	City:	State:	Zip:
Phone Number:		Email Address:	
Emergency Contact Name/Phone:			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes, <input type="checkbox"/> No <small>A conviction does not necessarily preclude you from serving as a volunteer.</small>		If yes, type/year:	

PREFERRED VOLUNTEER OPPORTUNITIES (check all that apply)

<input type="checkbox"/> Community Emergency Response Team (CERT)	<input type="checkbox"/> Senior Center
<input type="checkbox"/> Adopt-A-Street	<input type="checkbox"/> Tree/Landscaping Projects
<input type="checkbox"/> Special Events	<input type="checkbox"/> Office/Clerical Support
<input type="checkbox"/> Athletic Programming Coaches	<input type="checkbox"/> Photography/Videography
<input type="checkbox"/> Counselor-in-Training (CIT)	<input type="checkbox"/> Other: _____

AVAILABILITY

Length of time available:	<input type="checkbox"/> 0-3 months	<input type="checkbox"/> 3-6 months	<input type="checkbox"/> 6-12 months	<input type="checkbox"/> 12 months or longer			
Available Days/Hours:	MON	TUE	WED	THU	FRI	SAT	SUN
AM							
PM							

EDUCATION/EXPERIENCE

Please provide your educational background:

Please describe your relevant work and/or volunteer experience:

REFERENCES

Name:	Phone:
Name:	Phone:

I certify that all statements and information that I have provided in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Applicant (Printed): _____ Date: _____

Applicant (Signature): _____ Date: _____



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AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

In order to uphold our high standard of excellence, we carefully select MVP volunteers. As a result, we will conduct a background check on volunteers (age 18 or over) based on location and requested tasks. The background check may include the following information:

- *National Criminal File Search*
- *Sexual Offender/Predator Check (if working with children or the elderly)*
- *Driver's License Check (if requires driving a City vehicle)*

I understand that any information obtained by a personal background investigation will be considered in determining my suitability for serving as a MVP volunteer. I understand that any misleading, incorrect, or untruthful statements may render this application void, and if I am placed in a volunteer position, would be just cause for termination. I hereby release the City of Margate, its authorized representatives, from all liability which may be incurred as a result of furnishing such information.

I do hereby give the City of Margate the right to use my photograph in promotional materials such as brochures, newsletters, website, and other presentations. My signature indicates that I have read and understand the information delineated in this form.

Date of Birth: _____ Social Security #: _____

Applicant (Printed): _____ Date: _____

Applicant (Signature): _____ Date: _____

Minimum volunteer age requirements are based upon individual volunteer opportunities as determined by the City. Individuals under age 18 must have parental consent to volunteer.

I certify that I am the parent or legal guardian of the applicant and hereby approve and consent to the above information and the use of the applicant's photograph in promotional materials such as brochures, newsletters, website, and other presentations. I affirm that I have the legal right to issue such consent.

Parent/Guardian (Printed): _____ Date: _____

Parent/Guardian (Signature): _____ Date: _____

Please return completed application to:

**City of Margate
Human Resources Department
5790 Margate Blvd.,
Margate, FL 33063**

OFFICIAL USE ONLY

Date Received:	Driver: Yes No	Application Reviewed By:
Level I Background Check Completed:	Yes No	Background Check Completed By:
Level II Background Check Completed:	Yes No	City Manager Approval:

Please complete applicant waiver agreement and statement if applicable.

APPLICANT WAIVER AGREEMENT
AND STATEMENT

For Criminal History Record Checks

This form shall be completed and signed by every applicant for non-criminal justice purposes.

I hereby authorize (*enter Name of Non-Criminal Justice Agency*) _____ to submit a set of my fingerprints to the Florida Department of Law Enforcement (FDLE) for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the Federal Bureau of Investigation (FBI). Pursuant to Title 28, Code of Federal Regulations (CFR), Sections 16.30-16.34 and that I could then freely disclose any such information to whomever I chose.

I understand that, my fingerprints may be retained at FDLE and the FBI for the purpose of providing any subsequent arrest notifications, upon request you may provide me a copy of the criminal history record report if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I am aware that procedures for obtaining a change, correction, or updating of the FDLE or FBI criminal history are set forth in F.S. 943.056 and Title 28, CFR, Section 16.34. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

Signature: _____ Date: _____

Printed Name: _____ Date of Birth: _____

Address: _____

**ORIGINAL- MUST BE RETAINED BY NON-CRIMINAL
JUSTICE AGENCY**

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



City of Margate Employee/Volunteer Public Records Exemption Status

Employee/Volunteer Name: _____

In accordance with Florida State Statutes Chapter 119, all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

There are particular exemptions to employment-related information, such as Social Security numbers and medical information, for all employees. There are also exemptions to employment-related information that is related to specific positions held by an employee, or the employee's spouse or parent.

Please review the below exemptions to Florida State Statutes, and check either...

_____ None of the below exemptions to Florida State Statutes apply to me; **OR**

_____ One or more of the below exemptions, excerpted from FSS 119.071, apply to me (check all that apply)

If one or more of the below exemptions apply, please check each one below that applies to you.

Police Officers

_____ The home addresses, telephone numbers, social security numbers, dates of birth, and photographs of active or former sworn or civilian law enforcement personnel, including correctional and correctional probation officers, personnel of the Department of Children and Families whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities, personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect, and personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement;

_____ The home addresses, telephone numbers, social security numbers, photographs, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1). The names of the spouses and children of active or former sworn or civilian law enforcement personnel and the other specified agency personnel identified in sub-sub-subparagraph (I) are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

Firefighters

_____ The home addresses, telephone numbers, dates of birth, and photographs of firefighters certified in compliance with s. 633.408;

_____The home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of such firefighters; and the names and locations of schools and day care facilities attended by the children of such firefighters are exempt from s. 119.07(1).

Judges

_____The home addresses, dates of birth, and telephone numbers of current or former justices of the Supreme Court, district court of appeal judges, circuit court judges, and county court judges;

_____The home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of current or former justices and judges; and the names and locations of schools and day care facilities attended by the children of current or former justices and judges are exempt from s. 119.07(1).

State Attorneys

_____The home addresses, telephone numbers, social security numbers, dates of birth, and photographs of current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors;

_____The home addresses, telephone numbers, social security numbers, photographs, dates of birth, and places of employment of the spouses and children of current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors; and the names and locations of schools and day care facilities attended by the children of current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. The names of the spouses and children of current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

Special Magistrates

_____The home addresses, dates of birth, and telephone numbers of general magistrates, special magistrates, judges of compensation claims, administrative law judges of the Division of Administrative Hearings, and child support enforcement hearing officers;

_____The home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of general magistrates, special magistrates, judges of compensation claims, administrative law judges of the Division of Administrative Hearings, and child support enforcement hearing officers; and the names and locations of schools and day care facilities attended by the children of general magistrates, special magistrates, judges of compensation claims, administrative law judges of the Division of Administrative Hearings, and child support enforcement hearing officers are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution if the general magistrate, special magistrate, judge of compensation claims, administrative law judge of the Division of Administrative Hearings, or child support hearing officer provides a written statement that the general magistrate, special magistrate, judge of compensation claims, administrative law judge of the Division of Administrative Hearings, or child support hearing officer has made reasonable efforts to protect such information from being accessible through other means available to the public.

Human Resources Directors/Assistant Human Resources Directors

_____The home addresses, telephone numbers, dates of birth, and photographs of current or former human resource, labor relations, or employee relations directors, assistant directors, managers, or assistant managers of any local government agency or water management district whose duties include hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties;

_____The names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

Code Enforcement Officers/Inspectors

_____The home addresses, telephone numbers, dates of birth, and photographs of current or former code enforcement officers;

_____The names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

Guardians Ad Litem

_____The home addresses, telephone numbers, places of employment, dates of birth, and photographs of current or former guardians ad litem, as defined in s. 39.820;

_____The names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such persons; and the names and locations of schools and day care facilities attended by the children of such persons are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution, if the guardian ad litem provides a written statement that the guardian ad litem has made reasonable efforts to protect such information from being accessible through other means available to the public.

Probation Officers

_____The home addresses, telephone numbers, dates of birth, and photographs of current or former juvenile probation officers, juvenile probation supervisors, detention superintendents, assistant detention superintendents, juvenile justice detention officers I and II, juvenile justice detention officer supervisors, juvenile justice residential officers, juvenile justice residential officer supervisors I and II, juvenile justice counselors, juvenile justice counselor supervisors, human services counselor administrators, senior human services counselor administrators, rehabilitation therapists, and social services counselors of the Department of Juvenile Justice;

_____The names, home addresses, telephone numbers, dates of birth, and places of employment of spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

Public Defenders

_____The home addresses, telephone numbers, dates of birth, and photographs of current or former public defenders, assistant public defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel;

_____The home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such defenders or counsel; and the names and locations of schools and day care facilities attended by the children of such defenders or counsel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

Department of Business and Professional Regulation

_____The home addresses, telephone numbers, and photographs of current or former investigators or inspectors of the Department of Business and Professional Regulation;

_____The names, home addresses, telephone numbers, and places of employment of the spouses and children of such current or former investigators and inspectors; and the names and locations of schools and day care facilities attended by the children of such current or former investigators and inspectors are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution if the investigator or inspector has made reasonable efforts to protect such information from being accessible through other means available to the public. This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2017, unless reviewed and saved from repeal through reenactment by the Legislature.

County Tax Collectors

_____The home addresses and telephone numbers of county tax collectors;

_____The names, home addresses, telephone numbers, and places of employment of the spouses and children of such tax collectors; and the names and locations of schools and day care facilities attended by the children of such tax collectors are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution if the county tax collector has made reasonable efforts to protect such information from being accessible through other means available to the public. This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2017, unless reviewed and saved from repeal through reenactment by the Legislature.

Current or Former Active Duty Service members of the United States Armed Forces

This exemption applies to current or former active duty service members of the United States (U.S.) Armed Forces, their reserve components, or the National Guard who served after September 11, 2001, and their spouses and dependents. In order for the exemption to apply, the current or former service member must submit to the City, a written request and a written statement that reasonable efforts have been made to protect the identification and location information from being accessible through other means available to the public.

_____The home address, telephone number, and date of birth of a service member, and the telephone number associated with a service member's personal communication device;

_____The home address, telephone number, date of birth, and place of employment of the spouse or dependent of such service member, and the telephone number associated with such spouse's or dependent's personal communication device; and the name and location of the school attended by the spouse, or the school or day care facility attended by the dependent of such service member.

Department of Financial Services

_____ The home addresses, telephone numbers, dates of birth, and photographs of current or former nonsworn investigative personnel of the Department of Financial Services whose duties include the investigation of fraud, theft, workers' compensation coverage requirements and compliance, other related criminal activities, or state regulatory requirement violations;

_____The names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

Department of Health

_____The home addresses, telephone numbers, dates of birth, and photographs of current or former personnel of the Department of Health whose duties include, or result in, the determination or adjudication of eligibility for social security disability benefits, the investigation or prosecution of complaints filed against health care practitioners, or the inspection of health care practitioners or health care facilities licensed by the Department of Health;

_____ The names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution if the personnel have made reasonable efforts to protect such information from being accessible through other means available to the public.

Impaired Practitioner Consultants

_____ The home addresses, telephone numbers, dates of birth, and photographs of current or former impaired practitioner consultants who are retained by an agency or current or former employees of an impaired practitioner consultant whose duties result in a determination of a person's skill and safety to practice a licensed profession;

_____The names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such consultants or their employees; and the names and locations of schools and day care facilities attended by the children of such consultants or employees are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution if a consultant or employee has made reasonable efforts to protect such information from being accessible through other means available to the public.

Emergency Medical Technicians or Paramedics

_____ The home addresses, telephone numbers, dates of birth, and photographs of current or former emergency medical technicians or paramedics certified under chapter 401;

_____ The names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such emergency medical technicians or paramedics; and the names and locations of schools and day care facilities attended by the children of such emergency medical technicians or paramedics are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution if the emergency medical technicians or paramedics have made reasonable efforts to protect such information from being accessible through other means available to the public.

For spouses and children of above-listed employees, please state the name of and relationship to, the person exempted: _____

Employee/Volunteer signature: _____

Date: _____