



Application to Volunteer

Please complete all sections.

SHARON R. BOCK

Clerk & Comptroller
Palm Beach County

Name						Date		
Street Address								
City				State			Zip	
Home number:				Mobile number:				
E-mail address:								
Emergency contact (name & phone #):								

EDUCATION

High School									
Received Diploma	Yes		No		Received GED	Yes		No	

College or University						
Graduate?	Yes		If no, what is the last year completed?		Major/minor	

Business, Correspondence, Trade, Technical or Vocational School						
Graduate?	Yes		If no, what is the last year completed?		Major/minor	

ADDITIONAL SKILLS

List office equipment you can operate (ex. Fax, copier, 10-key adding machine, etc.):						
What software programs do you use (Microsoft Word, Excel, PowerPoint, etc.):						

FOREIGN LANGUAGE

	Speak	Read	Write
	Speak	Read	Write

OTHER

Are you at least 15 years of age?	Yes		No	
Have you ever been convicted of any crime, excluding minor traffic offenses?	Yes		No	
Has a court of law ever withheld adjudication for crime for which you were charged?	Yes		No	
<p>“Convicted” means an adjudication of guilt by a court or jury, after entering a plea of guilty or nolo contendere, or after finding of guilt by a court or jury. If yes, please state the offense, date, court, location, disposition of case and any rehabilitation.</p>				

Please note: Conviction of a crime will not necessarily be a bar to volunteer placement. “Crime” is defined as a criminal law violation for which one of the possible punishments includes imprisonment (in jail or penitentiary), regardless of whether any time is actually served, or being placed on probation. “Crime” does not include traffic infractions.

AVAILABILITY

Day	Hours Available
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
How long do you expect to volunteer?	

LOCATION, preferred:

Main Courthouse (West Palm Beach)		Governmental Center (West Palm Beach)		North County (Palm Beach Gardens)		South County (Delray Beach)	
West County (Belle Glade)		Mid County (Royal Palm Beach)		Gun Club (West Palm Beach)			

How did you hear about the Clerk’s office volunteer opportunities?

Channel 20		Social Media (Twitter, Facebook, etc.)		Flyer		Friend/volunteer	
College/University/School		Club/organization		Other			

Have you ever applied for a job or volunteered with the Clerk & Comptroller?	Yes		No	
If yes, when?				

VOLUNTEER STATEMENT:

I understand that this application will be given every consideration, but its receipt does not imply that the applicant will be accepted. _____
Initials

I understand that the Clerk & Comptroller's Office may verify my criminal record, my driving record, and my background. _____
Initials

I agree to conform to the rules and regulations of the Clerk & Comptroller's Office. _____
Initials

I understand that this is an opportunity to perform volunteer services and that I will receive no payment for my service. _____
Initials

I certify that the information I have provided on this application is true and accurate and may be checked by the Clerk & Comptroller's Office. I understand that if I am accepted, any false or misleading information given in my application or interview is grounds for termination of my volunteer services. _____
Initials

Signature _____ Date _____

Return completed applications to:
Human Resources
Clerk & Comptroller, Palm Beach County
561 355-4172 Direct
561 355-3815 Fax
Volunteer@mypalmbeachclerk.com.