

Chuck Broerman
 Clerk & Recorder
 (719) 520-6202
 chuckbroerman@elpasoco.com



Citizens Service Center – Suite 2201
 1675 West Garden of the Gods Road
 Mailing Address: P.O. Box 2007
 Colorado Springs, CO 80901-2007
 Web Site: <http://car.elpasoco.com>

VOLUNTEER APPLICATION

Volunteer Position Applying for:			
Personal Information			
Name			
Street Address			
City, State, Zip			
Home Phone		Cell Phone	
Email			
Are you a U.S. Citizen?	Yes ___ No ___	Are you 18 years or older? (High School Seniors are eligible)	Yes ___ No ___ HS Senior ___
Have you ever been convicted of a crime? (Convictions are not automatic disqualification.)			Yes ___ No ___
If yes, please explain.			
How did you learn about the volunteer position with the Clerk & Recorder's Office?			
Why are you interested in the volunteer position?			
Are you related to anyone working in this office? List name(s):			Yes ___ No ___
Have you ever been employed with the County or held a volunteer position? If so, please give department, dates, reason for leaving.			Yes ___ No ___
May we contact your current employer?			Yes ___ No ___
Qualifications and Skills			
List software programs in which you are proficient		Typing Speed ___ wpm	
List any foreign languages you speak			
List other skills, specialized training, etc.			

Education

School	Name and Location	Course of Study	Years Completed	Diploma/Degree or Certificate
High School				
College				
Post Graduate				
Technical/Other				

Employment History *(Please begin with most recent)*

Employer _____

Address _____

Phone _____ Dates Employed _____

Job Title _____ Supervisor _____

Job Duties _____

Reason for Leaving _____

Employer _____

Address _____

Phone _____ Dates Employed _____

Job Title _____ Supervisor _____

Job Duties _____

Reason for Leaving _____

Employer _____

Address _____

Phone _____ Dates Employed _____

Job Title _____ Supervisor _____

Job Duties _____

Reason for Leaving _____

Professional References (*List at least one supervisor. Indicate relationship, i.e. co-worker, supervisor, manager*)

Name _____

Address _____

Phone _____ Relationship _____

Name _____

Address _____

Phone _____ Relationship _____

Name _____

Address _____

Phone _____ Relationship _____

Emergency Contact

Name _____

Phone _____ Relationship _____

Applicant's Statement

An incomplete application may not be considered

Information that I have provided both orally and in documentary form as part of the application process for placement with the El Paso County Clerk & Recorder's Office is true and accurate. I authorize investigation of all statements and information contained in my resume or application.

In the event I am placed in a volunteer position, I understand that any false or misleading information given in my resume, application, interviews, or other format may be cause for immediate dismissal.

I understand this application is not a contract of employment. I understand there is no compensation for the volunteer position.

Applicant's Printed Name

Applicant's Signature

Date

The Office of the El Paso County Clerk & Recorder is an Equal Employment Opportunity employer. All applications for volunteer positions are considered without regard to race, color, gender, religion, creed, national origin, age, marital, veteran or any other legally protected status.

Application may be submitted by email or mail to: Mary Bartelson
Office of the El Paso County Clerk & Recorder
1675 W. Garden of the Gods Road, Suite 2201
Colorado Springs, CO 80907
MaryBartelson@elpasoco.com
Phone (719) 520-6278