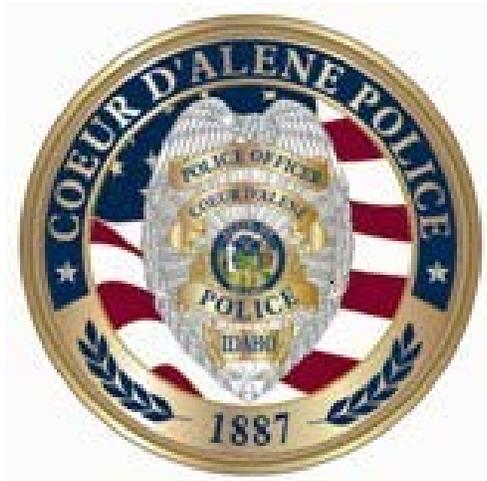


# COEUR D'ALENE POLICE DEPARTMENT



# VOLUNTEER APPLICATION

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**Contact: Volunteer Coordinator Larry Seaward**

**(208) 769-2320, [lseaward@cdaid.org](mailto:lseaward@cdaid.org)**

Coeur d'Alene Police Department



# **Coeur d'Alene Police**

***Protect and Serve with Excellence***

Chief Lee White

3818 SCHREIBER WAY  
COEUR D'ALENE, ID 83815  
208-769-2320 – FAX 208-769-2307  
www.cdapolicy.org

## **Personal History Form Instructions**

### **VOLUNTEER HISTORY FORM**

The following instructions are furnished as a guide to assist you in filling out the Personal History Form. These forms, which you are required to fill out, must be complete and detailed in all respects. It is the basis for your background investigation which will be conducted to determine your qualifications for the Coeur d'Alene Police Department Volunteer Service Program.

All questions must be answered completely and accurately. If they do not apply to you, indicate with DNA. Falsification or failure to include information as directed may be considered just grounds for non-acceptance or dismissal if already accepted. Avoid errors by reading the directions carefully before making any entries on the form.

You are responsible for obtaining correct addresses. If you are not sure of an address, check it either by personal verification or by personal correspondence.

This form has been designed to encourage rather than discourage applicants for the Coeur d'Alene Police Department's Volunteer Service Program. It has been designed to allow you to present your qualifications in the most positive manner. Any information which might be detrimental can and should be explained so that the persons reviewing your application can more adequately understand your position.

Remember, every item will be checked and must be verified.

This inquiry is not a guarantee of acceptance. All requirements for acceptance, including a satisfactory background investigation and oral interview must be met before actual appointment.

The information you provide on these pages is to be handwritten legibly with black ink.

#### **INCLUDE WITH THIS APPLICATION THE FOLLOWING:**

Copy of your Driver's License



## EXPERIENCE

List any training, knowledge, abilities and/or interests, which you feel, may be helpful as a volunteer.

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List any languages you speak other than English \_\_\_\_\_

Do you have any military experience?  YES  NO: If yes, which branch: \_\_\_\_\_

Past volunteer experiences \_\_\_\_\_

What hours would you be available to volunteer?  Days  Evenings  Weekend  Anytime

Volunteer position(s) which you are interested in applying for:

- COPS PROGRAM (May include COPS ACADEMY, depending on pre skill set)
- MULE (ATV) ON LOCAL TRAILS (CONDUCTED DURING SUMMER MONTHS)
- PARK SAFETY BUILDING (INDEPENDENCE POINT) SUMMER MONTHS, SPECIAL EVENTS
- ASSISTING RECORDS DIVISION, AND OTHER IN-HOUSE AREAS

How did you hear about volunteer opportunities at our agency? Newspaper, friend etc.

Have you ever been convicted of a crime?  YES  NO: If yes please explain and note if felony or misdemeanor: \_\_\_\_\_

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Have you experienced drug and/or alcohol abuse?  YES  NO: If yes, please explain

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## HEALTH

If you would like to request a reasonable accommodation for the recruitment process or while executing the volunteer duties due to a disability, please note below.

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Are you currently using any narcotic drugs?  YES  NO: If yes, please explain

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## REFERENCES

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Street Address \_\_\_\_\_ Apt # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Street Address \_\_\_\_\_ Apt # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

## WAIVER & AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I authorize you to furnish the City of Coeur d'Alene Police Department with any and all information that you may have concerning me, my work record, my reputation, my medical records, my military service records and financial status. Information of a confidential or privileged nature may be included. Your reply will be used to assist the Police Department in determining my qualifications and fitness for the position I am seeking with the Department.

I understand my rights under Title V, United States Code S552A the Privacy Act of 1974, and waive those rights with the understanding that information furnished will be used by the City of Coeur d'Alene Police Department in conjunction with employment procedures.

I hereby release you, your organization and others from any liability or damage, which may result from furnishing the information requested. I further agree that any information obtained as part of this background investigation shall not be released to any person including myself without approval of the City of Coeur d'Alene.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date