



Volunteer Service Program Overview

Objective

The Hardee County Board of County Commissioners VSP (Volunteer Service Program) strives to connect residents with county departments through active volunteer participation. Volunteers are vital to the success of our County and benefit by gaining a greater understanding of their local government while strengthening their community bond. For further information, please contact the Human Resources office at 863-773-2161 or e-mail alicia.woodard@hardeecounty.net.

Opportunities

Opportunities may be available, for applicants ages 18 and older, in various departments as needed.

Application Process

1. Those interested in volunteering are invited to visit www.hardeecounty.net and fill out an online VSP (Volunteer Service Program) application. When applying, please consider your experience, your personal gain from volunteering, and the volunteer position(s) most interesting to you.
2. Upon receipt, we will explore your interests, qualifications and skill set to match you to available opportunities.
3. Should you be a candidate for an available opportunity, Human Resources will work with you and the interested supervisor to set up an interview. This interview will cover details regarding department policies, procedures, and duties. It will also give you and the supervisor a chance to determine if you are right for the placement.
0. If offered a volunteer position, you must then go through the County's screening process.

Screening Process

1. Background checks are conducted on all qualifying VSP applicants.
2. Qualifying volunteer applicants are then asked to visit the Human Resources office located at 205 Hanchey Rd Wauchula, FL 33873, in order to complete a Background/ Criminal History Consent form.
3. Human Resources will notify the volunteer applicant of their screening status.

Placement Process

1. Cleared volunteer applicants will be contacted by their supervisor to discuss a starting date and specific volunteer responsibilities.



VSP VOLUNTEER APPLICATION

Date of Application: _____

Name of Applicant: _____
Last Name First Name Middle

Present Address: _____
Street/PO BOX County State ZIP

Phone Number: _____ Alt. Phone: _____

E-mail Address: _____

Emergency Contact Name: _____ Phone: _____

Are you a citizen of the United States? Yes No

If you are not a citizen of the U.S., do you have the following:

- Green Card (Alien Registration)
- Unexpired Temporary Work Permit
- Unexpired Temporary Resident Card
- Permanent Resident Alien Card
- Unexpired Employment Auth. Card

Note: If you are chosen, appropriate documentation will be required.

Have you ever been convicted of, or pled nolo contendere (no contest to), had adjudication withheld, been placed on probation for, or entered a pre-trial diversion program for the commission of a crime? Note: **A conviction record will not necessarily prevent you from being a volunteer. Background checks will be processed in Florida and nationally by fingerprint records. If not answered honestly, you will be automatically disqualified.**

Yes No If yes, furnish the date of arrest, arresting agency and disposition of case. _____

Have you ever been fined for a traffic violation, pled nolo contendere (no contest), or found guilty of a traffic violation (DUI, speeding violation, failure to obey traffic signs, etc.)? (Include any and all instances of the foregoing, even if adjudication was withheld.)

Yes No If yes, furnish details: _____

Notice to applicants: Pursuant to our commitment to equal employment opportunity, the Hardee County Board of County Commissioners does not discriminate in employment on the basis of race, color, religion, national origin, sex, age, citizenship, disability, marital status, or any other legally protected status.

Applications subject to Public Records Law, Florida Statutes, Chapter 119

**Equal Opportunity Employer
Veteran's Preference—Drug Testing Required
Qualified individuals with disabilities may apply and may be reasonably accommodated.**

Education and Military Service

High School Name	County, State	Grade Completed
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College Name	County, State	Degree(s) Earned
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Military Branch	Dates of Service	
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Employment History

Company Name	County, State	Position
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Company Name	County, State	Position
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Company Name	County, State	Position
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Interest and Skills

Have you ever been employed by or volunteered for the County of Hardee : Yes No If so, when? _____

Volunteer position desired: _____

Availability: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time Availability: Morning Afternoon Evening

Is anyone in your family involved in our programs? If so, which programs? _____

Why have you decided to become a volunteer? _____

Office Skills: Clerical Reception Switchboard Typing Data Entry

Other: _____ Computer software: _____

Do you speak any language(s) other than English? If so, what language(s)? _____

Personal References (Not former employers or relatives)

Name & Occupation	Address	Phone Number
1 . _____	_____	_____
2 . _____	_____	_____
3 . _____	_____	_____

List any friends or relatives working for the County: _____



COUNTY OF HARDEE

BACKGROUND APPOINTMENT INFORMATION

Volunteer: Please read the gray box on Page 1 and complete Page 2.

Human Resources: Fill out the Administrative section of Page 1. Review the information on page 2 and witness accordingly.



VOLUNTEER-PLEASE READ Criteria for Background Checks

Per County Code, all background checks will comply with Florida State Statute 435.04(2)

“(2) The security background investigations under this section must ensure that no persons subject to the provisions of this section have been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of state law or similar law of another jurisdiction:”

For a complete listing of offenses please visit: <http://www.leg.state.fl.us/Statutes/>

ADMINISTRATIVE USE ONLY



Consent Form Received (Circle): YES NO

Volunteer Department (Circle): Road & Bridge Utilities Other

Other (Specify):

Human Resources Review: _____
(Human Resources Employee Name/Initials and Date—**PLEASE PRINT**)

Date of Background Check: _____
(Background will expire 1 year from this date.)

Results Cleared By: _____
(Employee Name/Initials and Date—**PLEASE PRINT**)



VOLUNTEER INSTRUCTION SHEET

Human Resources

205 Hanchey Rd Wauchula, FL 33873

Phone: 863-773-2161

Office Hours: Monday - Friday from 8:00 AM to 5:00 PM

Background checks are required prior to anyone becoming a volunteer with Hardee County Board of County Commissioners. Please visit the Human Resources office to obtain a volunteer application as well as a background check consent form. Once complete, you will need to provide your State of Florida Driver's License or Identification Card.

Criteria for Background Checks

All background checks will comply with Florida State Statute 435.04(2):

(2) The security background investigations under this section must ensure that no persons subject to the provisions of this section have been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of state law or similar law of another jurisdiction:

- (a) Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.
- (b) Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.
- (c) Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
- (d) Section 777.04, relating to attempts, solicitation, and conspiracy to commit an offense listed in this subsection.
- (e) Section 782.04, relating to murder.
- (f) Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child.
- (g) Section 782.071, relating to vehicular homicide.
- (h) Section 782.09, relating to killing of an unborn child by injury to the mother.
- (i) Chapter 784, relating to assault, battery, and culpable negligence, if the offense was a felony.
- (j) Section 784.011, relating to assault, if the victim of the offense was a minor.
- (k) Section 784.03, relating to battery, if the victim of the offense was a minor.
- (l) Section 787.01, relating to kidnapping.
- (m) Section 787.02, relating to false imprisonment.
- (n) Section 787.025, relating to luring or enticing a child.

- (o) Section 787.04(2), relating to taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings.
- (p) Section 787.04(3), relating to carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person.
- (q) Section 790.115(1), relating to exhibiting firearms or weapons within 1,000 feet of a school.
- (r) Section 790.115(2)(b), relating to possessing an electric weapon or device, destructive device, or other weapon on school property.
- (s) Section 794.011, relating to sexual battery.
- (t) Former s. 794.041, relating to prohibited acts of persons in familial or custodial authority.
- (u) Section 794.05, relating to unlawful sexual activity with certain minors.
- (v) Chapter 796, relating to prostitution.
- (w) Section 798.02, relating to lewd and lascivious behavior.
- (x) Chapter 800, relating to lewdness and indecent exposure.
- (y) Section 806.01, relating to arson.
- (z) Section 810.02, relating to burglary.
- (aa) Section 810.14, relating to voyeurism, if the offense is a felony.
- (bb) Section 810.145, relating to video voyeurism, if the offense is a felony.
- (cc) Chapter 812, relating to theft, robbery, and related crimes, if the offense is a felony.
- (dd) Section 817.563, relating to fraudulent sale of controlled substances, only if the offense was a felony.
- (ee) Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- (ff) Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
- (gg) Section 825.103, relating to exploitation of an elderly person or disabled adult, if the offense was a felony.
- (hh) Section 826.04, relating to incest.
- (ii) Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.
- (jj) Section 827.04, relating to contributing to the delinquency or dependency of a child.
- (kk) Former s. 827.05, relating to negligent treatment of children.
- (ll) Section 827.071, relating to sexual performance by a child.
- (mm) Section 843.01, relating to resisting arrest with violence.
- (nn) Section 843.025, relating to depriving a law enforcement, correctional, or correctional probation officer means of protection or communication.
- (oo) Section 843.12, relating to aiding in an escape.
- (pp) Section 843.13, relating to aiding in the escape of juvenile inmates in correctional institutions.

(qq) Chapter 847, relating to obscene literature.

(rr) Section 874.05, relating to encouraging or recruiting another to join a criminal gang.

(ss) Chapter 893, relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.

(tt) Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.

(uu) Section 944.35(3), relating to inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm.

(vv) Section 944.40, relating to escape.

(ww) Section 944.46, relating to harboring, concealing, or aiding an escaped prisoner.

(xx) Section 944.47, relating to introduction of contraband into a correctional facility.

(yy) Section 985.701, relating to sexual misconduct in juvenile justice programs.

(zz) Section 985.711, relating to contraband introduced into detention facilities