



# El Paso County Combined Court

## *Volunteer Application*

Thank you for your interest in volunteering with the El Paso County Combined Court!  
Our program strives to give volunteers the opportunity to learn new and innovative skills that will invest in personal growth and contribute to the wellness of our community!

### **MINIMUM VOLUNTEER REQUIREMENTS**

1. Be 16 years of age or older.
2. Provide a minimum of three (3) references on application.
3. Disclose if you or a relative are currently involved in a pending court case.
4. Disclose any criminal convictions. Any criminal record will be reviewed regardless of how long ago it occurred and will be considered when deciding an applicant's eligibility.
5. Provide accurate and complete information on the *El Paso County Combined Court Volunteer Application*.
6. All volunteers are required to submit to a routine background investigation, including a criminal history check.
7. Complete an interview with the Volunteer Coordinator.

### **INSTRUCTIONS AND INFORMATION**

1. Print or type your application clearly.
2. Please use blue or black ink when filling out this application.
3. Answer all questions in its entirety; DO NOT leave any question blank. If a question does not apply to you, you may write "not applicable" or "N/A" on the line.
4. The submitted '*El Paso County Combined Court Volunteer Application*' must be signed and dated by the applicant. An unsigned application may be rejected.
5. Please note: there is no appeal process for disqualification from the Volunteer Program.

### **RETURN COMPLETED APPLICATION TO THE FOLLOWING:**

Volunteer Coordinator  
[D04\\_volunteer@judicial.state.co.us](mailto:D04_volunteer@judicial.state.co.us)  
El Paso County Combined Court  
270 South Tejon Street  
Colorado Springs, CO 80903  
Phone: (719) 452-5376



# El Paso County Combined Court | Volunteer Application

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street City State Zip

Mailing Address if different: \_\_\_\_\_  
Street/P.O. Box City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

NO	YES	Please check the appropriate box.
		Is your current driver's license suspended or revoked, or are you otherwise unable to legally drive in the state of Colorado?
		Are you or have you ever been a Colorado State Employee?
		Have you ever worked for the Colorado Judicial System?
		Have you ever worked for a Judicial System?
		Have you ever been convicted of, or are you now under indictment for any felony or misdemeanors other than traffic violation? NOTE: Conviction does not constitute an automatic disqualification from volunteering opportunities.

Please use this space below to explain any "yes" responses to the questions answered above:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any office skills you can perform (i.e., computers, office equipment, software, typing speed, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circle your highest level of education completed:  
9      10      11      12      13      14      15      16      17      18

Circle the highest degree earned:  
High School Diploma      GED Certificate      Associate's Degree  
Bachelor's Degree      Master's Degree      Doctorate

List any training(s), certification(s), license(s), and/or specialized classes completed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# El Paso County Combined Court | Volunteer Application

Please explain why you are interested in volunteering at the Courthouse:

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Confirm days and hours you are available to volunteer. The Courthouse hours are from 8:00 AM to 5:00 PM, Monday through Friday:

Monday	Tuesday	Wednesday	Thursday	Friday
to	to	to	to	to

Please describe any limitation you may have that we can try to accommodate (i.e. need to remain seated, unable to lift, etc.)

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**REFERENCES:** List three (3) personal and/or professional references whom we may contact in regard to your skills and qualifications:

Name	Relationship	Daytime Telephone Number

Briefly describe your last three (3) jobs (job title, employer, and job duties). List jobs in reverse order, starting with your present or most recent job. Describe the positions you held to give a clear picture of the duties you performed. You may include a copy of your resume, if applicable:

Employer:	Job Title:	Dates of Employment ( <i>Month/Year</i> ) From:                      To:
Brief description of job duties:		



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Employer:	Job Title:	Dates of Employment ( <i>Month/Year</i> ) From:                      To:
Brief description of job duties:		
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Brief description of job duties:		

### APPLICATION CERTIFICATION and AUTHORIZATION

*I certify that all statements, information, and documents provided within this application are true, complete, and correct to the best of my knowledge and are made in good faith. I understand any false statements, omissions, or misrepresentations contained in this application or provided in the interview process or related correspondence may disqualify me for volunteer consideration. Should an investigation at any time disclose any falsification, omission, or misrepresentation as to the same, said disclosure may be grounds for immediate termination of the volunteer status.*

*I hereby authorize and consent to the release of any and all information, including without limitation, all records, statements and opinions held by any persons, employers, schools, law enforcement agencies, military personnel and other authorized personnel to verify the information contained in this application. I authorize the release of all records relating to my attendance at any school or educational institution, including without limitation, transcripts, and other documentation of academic or athletic achievements, attendance records, incident reports, and/or disciplinary actions. I authorize the release of any and all employment records, including without limitation, my complete personnel file, applications for employment and any documentation of training, wages paid, performance or evaluation, advancement, demotion or change in pay, any grievances filed by or against me, and any corrective or disciplinary actions.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature if under 18 years of age

\_\_\_\_\_  
Date