

## **Community Service/Volunteer Worker – Request Potential Worker**

Instructions for Administrators, Supervisors or Coordinators that intend to use a Volunteer or Community Service Worker

### **Paper Forms**

Individuals should be completing these forms online in AppliTrack. However, for those individuals who are under 18, they must utilize the appropriate printable version of the community service and/ or the volunteer forms and have it signed by a parent or legal guardian. Once this is complete, please send these forms over to the Business Services Department ahead of time so they can clear these individuals to work. AppliTrack will prompt the individual to do this in the online application process, also.

### **On-Line Forms**

Once the appropriate forms are completed through AppliTrack and you intend to use the specific individual(s), please perform the following process:

- Click the “Find Applications” tab on the upper left hand side.
- Click the “By Vacancy” option.
- Click the appropriate category. (ie: Community Service, Volunteers)
- Click the appropriate Job ID.
- Check the box on the left hand side of the applicant’s information for the individuals that you would like to utilize (make sure there is a “Complete Date” which ensures the individual has fully completed the application).
- Click “Add to folder” on the left hand side of the page.
- Choose the appropriate folder to drop the applicant’s information into. (ie: Potential Community Service Worker or Potential Volunteer Worker)

Once the applicant’s information is dropped into the folder, please notify the Business Services Department by e-mail with the individual’s name(s) that you have put in this folder and the date that you intend them to start working (BusinessServices@newlenoxparks.org).

A Business Services Representative will process the application and send an e-mail to the Department Administrator and the direct Supervisor of the worker clearing them to begin their service.