

CITY OF EUSTIS

109-A East Orange Avenue

P.O. Drawer 68

Eustis, FL 32727-0068

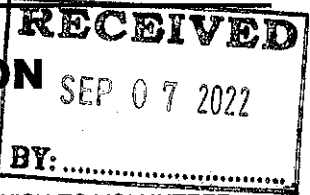
Website – www.eustis.org

E-Mail – personnel@ci.eustis.fl.us

Phone – 352-483-5472

FAX – 352-483-0492

VOLUNTEER/COMMUNITY SERVICES APPLICATION



Date: 9/6/2022

PLEASE LIST THE TYPE OF WORK THAT INTERESTS YOU AND THE DEPARTMENT(S) WHERE YOU WISH TO VOLUNTEER

1. LIBRARY TRUSTEE
2. _____
3. _____
4. _____

NAME: Kelly Fialkowski Telephone #: 352-217-8872

PRESENT ADDRESS: 4051 Brookshire Cir Eustis FL 32736

How long have you lived at this address? 2 years E-Mail Address: kmfialkowski@gmail.com

Have you filed an application here before? _____ Yes _____ ☒ No If yes, when? _____

Have you ever worked for the City of Eustis? _____ Yes _____ ☒ No If yes, when? _____

Are you currently employed? _____ Yes _____ ☒ No May we contact you at work? _____ Yes _____ No

What number can we reach or leave a message for you during the day? Phone #: 352-217-8872

Are you available: _____ Full Time _____ ☒ Part Time _____ Temporary

When are you able to volunteer? _____ ☒ Nights _____ ☒ Weekends _____ Other

Do you possess a valid Fla. Driver's License or I.D.? _____ ☒ Yes _____ No

Are you legally eligible for employment in the United States of America? _____ ☒ Yes _____ No

Have you ever been convicted, pled guilty or no contest to, had prosecution deferred or adjudication withheld on a felony or first degree misdemeanor in any jurisdiction? _____ Yes _____ ☒ No If yes, when: _____

Explain: _____
(Nature, severity and date of offense in relation to the position for which you are volunteering are considered.)

Do you have any criminal charges pending? _____ Yes _____ No If yes, explain: _____

Are you able, physically or otherwise, to perform the job functions of the position for which you are volunteering? _____ ☒ Yes _____ No If no, please explain: _____

Please list the names of friends or relatives working for the City and their relationship to you: none

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD: Please list your four most recent employers including full, part time, temporary and volunteer positions, beginning with the most recent.

Name & Address of Organization:

Timeless Design
4 Beechwood Dr.
Landenberg, PA 19350

From 5/2016 to 3/2020
Month/Year Month/Year

Supervisor's E-mail: katefw@timelessbykate.com

Job Title: Project Manager

Describe the work you did: Managed interior design projects working with clients and contractors to accomplish goals on time and within budget.

Reason for leaving: relocated to Florida and chose to become stay-at-home-mom

Name & Address of Organization:

Dazzle Photography
106 Chadd Rd.
Newark, DE 19711

From 9/2013 to 1/2019
Month/Year Month/Year

Supervisor's E-mail: dan@dazzlephotography.com

Job Title: Command Center Administrator (part time)

Describe the work you did: Managed correspondence with wedding photography clients to ensure a pleasant client experience. Designed wedding albums.

Reason for leaving: the owner retired from wedding to pursue another career

Name & Address of Organization:

University of Delaware Theatre
413 Academy St. 2nd Floor
Newark, DE 19716

From 8/2008 to 5/2014
Month/Year Month/Year

Supervisor's E-mail: shansen@udel.edu

Job Title: Graduate Fellow, later Prop Master

Describe the work you did: Worked as a technician & artisan on over 30 productions in various building capacities as graduate student. Then was hired as prop master.

Reason for leaving: found better growth opportunities elsewhere after 6+ years

Name & Address of Organization:

The Journey Church
721 E. Chestnut Hill Rd.
Newark, DE 19713

From 1/2013 to 3/2020
Month/Year Month/Year

Supervisor's E-mail: pastormark@yourjourney.tv

Job Title: volunteer

Describe the work you did: lead volunteer in various creative capacities

Reason for leaving: we moved in 2020

EDUCATION AND SPECIALIZED TRAINING:

Circle Highest Grade Completed

GRAMMAR AND HIGH SCHOOL:

1 2 3 4 5 6 7 8 9 10 11 12 GED

COLLEGE:

13 14 15 16

GRADUATE:

17 18 19 20

Please provide your educational background including the diploma, degree or certification received, as well as any technical or specialized training:

Name of High School(s): Eustis High	City and State: Eustis, FL		
Name of College: UCF	City and State: Orlando, FL	Major: Theatre Design/Production	Degree Received: BFA
Name of Graduate School: U. of Delaware	City and State: Newark, DE	Major: Technical Theatre Production	Degree Received: MFA
Other Trade, Technical, Etc:	City and State:	Major:	Degree Received:
Foreign Language Skills:		<input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak	

OTHER PROFESSIONAL MEMBERSHIPS OR SKILLS:

Please list any special qualifications not covered elsewhere in this application including computer skills, such as Word & Excel; typing, including words per minute typed; and any professional or civic memberships.

1. proficient with MS Office
2. PC & Mac operating systems
3. _____
4. _____
5. _____
6. _____

REFERENCES:

Please list at least three (3) references who are not related to you. (Please provide complete addresses including Street, City, State and Zip.)

Name Kate Fitzgerald-Wilks	Phone # 484-643-0626	Name Jana Teagle	Phone # 518-222-0409
Address (Street, City, State, Zip) 4 Beechwood Dr. Landenberg, PA 19350		Address (Street, City, State, Zip) 2709 N Robino Dr. Wilmington, DE 19808	
E-mail Address katefw@timelessbykate.com		E-mail Address janateagle@hotmail.com	
Employer self	Phone # 610-255-4309	Employer Nemours Children's Hospital	Phone #
Occupation Interior Designer		Occupation Child Life Specialist	
Name Kayla Burrell	Phone # 615-624-1514	Name	Phone #
Address (Street, City, State, Zip) 3730 Holly Grove Ln. Mt. Dora, FL 32757		Address (Street, City, State, Zip)	
E-mail Address Kayla.smith333@yahoo.com		E-mail Address	
Employer stay at home mom	Phone #	Employer	Phone #
Occupation		Occupation	

HOURS AVAILABLE TO VOLUNTEER:

What days and hours are you available for work? I have a flexible schedule

CERTIFICATE OF APPLICANT:

I certify that the answers given on this application are true and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize that misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal from volunteer/community services.

I authorize the City of Eustis to make any inquiries it desires concerning me. I authorize schools, references and my prior employers to provide my records, reason for leaving and all other information they may have concerning me to the City of Eustis. I release the City of Eustis and all other parties from any and all liabilities or claims for any damage that may result therefrom.

I understand that this application is not and is not intended to be a contract for employment.

SIGNATURE OF APPLICANT: _____



Date: 9/6/2022

CONSENT OF PARENT OR LEGAL GUARDIAN

(All Volunteers Under 18 Years of Age Must Have Parent or Legal Guardian Complete This Section)

I the undersigned, the parent or legal guardian of _____, choose to permit _____ to participate as a volunteer for the City of Eustis. I understand that my child's or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration and I agree to the terms and conditions as stated above.

I further authorize the City to perform a fingerprint criminal history background check through state and federal law enforcement agencies and/or criminal history checks through consumer reporting agencies, who may also provide information to the City on out-of-state or nation-wide criminal histories. I understand that final approval to volunteer is contingent upon the results of the criminal history check.

Signature of Parent or Legal Guardian: _____

Date: _____