



Town of Gilbert Adult Community Service Program.  
Minimum Age Requirement 18

Appointments are required for Community Service.

**STEP 1** Complete the information below, read and sign the guidelines on page 2.

**STEP 2** Submit completed form to the Community Service Department in one of the following ways.

- Deliver to the Community Services Department
  - 90 E Civic Center Drive, Gilbert AZ 85296 Monday – Thursday, excluding holidays
  - CLOSED FRIDAYS
  - Hours of Operation 7:00am-6:00pm (480)503-6200
- Fax to 480-503-6259 or 480-503-6213

**STEP 3** Wait for confirmation phone call. Further instructions will be given at that time.

**NOTE:** All forms are processed and appointments are confirmed on the **first business day** of the week only. Expect a return phone call on processing days.

NAME: \_\_\_\_\_ CONTACT PHONE # \_\_\_\_\_

NUMBER OF HOURS NEEDED \_\_\_\_\_

NAME OF COURT THAT ISSUED THE ASSIGNMENT \_\_\_\_\_

**A.M. SHIFT INFORMATION**

Preference Mark with "X"	LOCATION PREFERENCE	ADDRESS	HOURS OF OPERATION
	NORTH – Park Maintenance Facility	658 N Freestone Parkway, Gilbert 85234	Tues thru Friday 7:00 am – 1:00 pm
	NORTH – Park Maintenance Facility	658 N Freestone Parkway, Gilbert 85234	<b>Saturday – Sunday</b> 7:00 am – 3:00 pm
	SOUTH – Cosmo Park	2502 E Ray Road, Gilbert 85296	Tues thru Friday 7:00 am – 1:00 pm

**P.M. SHIFT INFORMATION**

Preference Mark with "X"	LOCATION PREFERENCE	ADDRESS	HOURS OF OPERATION
	NORTH – Park Maintenance Facility	658 N Freestone Parkway, Gilbert 85234	7 days per week 3:00 pm – 10:00 pm

MARK "X" ON DAYS YOU ARE AVAILABLE TO WORK

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY



**Town of Gilbert  
Community Services Department Guidelines**

**Hotline- 480-503-6269**

**Two Strikes, You're Out ----Out of the Program**

- If you do not show up for service for two (2) scheduled appointments and fail to call in for an excused absence before your scheduled appointment, you will be eliminated from the program and if applicable, your PO will be notified. In instances when you cannot make it in for a scheduled appointment, report your absence by calling 480-503-6269, **press #** to by-pass the main recording and leave your message.

**Late for Service Duty**

- Showing up late for service will not be tolerated.

**Frequent Call Offs/Changes to Schedule**

- Our positions are limited. When you schedule an appointment, you are taking a valuable time slot. Frequent changes to schedules will not be allowed. Excessive changes abuse the system, task staff resources and limit others the opportunity to obtain their required hours.

**Parking/Sign In**

- Those who drive themselves to the facilities are to park in the lot north of the entrance gate of the 658 N Freestone Parkway location. This is outside the walled-in maintenance yard. Stand by the gate area for staff to pick you up; Do NOT enter the facility unescorted. The Cosmo Park location, 2502 E. Ray Rd., has standard parking. Staff will meet you by the fire hydrant fountain.
- LOCK YOUR VEHICLE. The Town of Gilbert is not liable for theft or damage.
- Those who are dropped-off must make their own arrangements to be picked up at the end of their shifts.

**Attire**

- Dress accordingly for weather conditions (The Town does not provide any clothing articles), and it is strongly recommended that clothing not be anything you are unwilling to get dirty. Shorts may be worn on warm days, however, shorts may not be high-cut or 'skimpy' ('Daisy Duke' style). Shorts and pants must not be overly-baggy to the point of failing down, as articles worn must be reasonable in nature and must not interfere with your ability to work.
- „Tube-tops', 'halter-tops', tight fitting tank tops, and half shirts are not acceptable attire.
- Excessive jewelry such as multiple, long neck chains are not permitted for safety reasons.
- Shoes are required to be closed-toed (tennis shoes, hiking boots, etc) no sandals, thongs, or clogs are permitted.
- If you are not deemed as being dressed appropriately when you arrive for scheduled work, you will be turned away.

**What to Bring ----- What Not to Bring**

- If you are scheduled for a shift that extends through lunch or dinner, a break will be provided. You are responsible for your own meal.
- In the interest of safety, do not bring any unnecessary or distracting items such as ipods. If you bring a cell phone, incoming/outgoing calls are restricted to emergency use only.
- Do not bring any weapons. **Never** make the mistake of bringing any illegal substances with you, as Police will be contacted immediately and if applicable, your PO will be notified.

**Things to Keep in Mind**

- It is important you remember you are here for the purpose of working, and that you conduct yourself accordingly.
- Tools and equipment are not to be misused and/or abused.
- Obscene language, particularly directed toward Parks staff or other workers, won't be tolerated.
- For your safety, and to ensure tasks do not need to be repeated, instructions from Parks staff must be followed at all times.
- You may be expelled from the program (and if applicable, your PO notified ) for reasons including - but not limited to - refusal to work, fighting, repeated no-shows, arguing with or being verbally abusive toward staff or other workers, dishonest behavior, and theft.
- In cases of inclement weather and in the interest in safety, the Town of Gilbert reserves the right to cancel community service for the day.

**I have read and agree to abide by the above guidelines:**

**Email address** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date of Birth or Case #** \_\_\_\_\_