

Thank you for your interest in Keene Public Library. The application process for interning at the library is described below.

1. If you are interested in interning at the Keene Public Library and you are 18 years of age or older, please call and speak to Gail Zachariah at 603-352-0157. You can also email her at gzachariah@ci.keene.nh.us.
2. There is a separate process for volunteers. Please, call Gail Zachariah at the Keene Public Library, if you need this information.
3. You will need to submit the names and contact information for three references that will vouch for your abilities.
4. You will need to fill out a Student/Trainee/Intern Waiver form, which is included. When completed, turn this and the REQUEST FOR REQUIRED BACKGROUND CHECKS form (included here also) into Anne Brewer in the City's Human Resources Department on the third floor of City Hall.
5. At this time, Anne will start you on the paperwork required for a background check. You will have to give Anne, your social security number, a working email address and sign a release. She will also give you the information you need to make an appointment with the Keene Police Department for fingerprinting.

Human Resources Department
City Hall
3 Washington Street
Keene, NH 03431-3191
Monday-Friday 8 am – 5 pm
1-603-357-9858

Gail Zachariah
Head of Youth and Community Services
Keene Public Library
60 Winter Street
Keene, NH 03431
1-603-352-0157



STUDENT TRAINEE/INTERN & VOLUNTEER WAIVER

I certify that I am offering my services to the City of Keene on a volunteer basis. I understand that I will receive no pay, benefits, or other privileges of employments of any kind for my services. I further understand that I am not eligible for worker's compensation benefits if I am injured or become ill as a result of my volunteer work, and I am not eligible for unemployment compensation benefits when my volunteer assignment ends. I also certify that I have not been promised and have no expectation that I will receive a paid position as a result of my volunteer work.

I certify that I am a student at

_____ and that I intend that the proposed volunteer work be counted as academic course credit toward a recognized degree plan at this institution. However, I understand I must complete the work in a satisfactory manner and meet all requirements of the course to receive credit.

Name

Department Assigned

Signature of Volunteer

Signature of Department Head

Date

Date

REQUEST FOR REQUIRED BACKGROUND CHECKS

As of 08/26/2011

Candidate's Name _____ Department Keene Public Library Cost Center 01100

Directions to "hiring" supervisor: Please mark in the left-hand column the type of position for which you are screening this candidate. Background checks marked for each position must be conducted by Human Resources per the hiring policy amended on 12/22/08 by the City Manager.

Please submit this form, along with waiver form, to HR for processing.

Check One	Type of Position	NH Criminal Record		Standard *	Volunteer (2)**	Volunteer (2)***	Volunteer (3)****
		With Fingerprints	Without Fingerprints				
	Regular - full-time or part-time	X		X			
	Seasonal		X		X		
	Seasonal - working w/children or elderly		X		X		
	Intern - paid, working w\children or elderly	X				X	
	Intern - paid, who may operate City vehicles		X		X		
	Intern - Paid		X			X	
	Intern - unpaid, working w/children or elderly		X			X	
	Intern - unpaid, who may operate City vehicles		X		X		
	Intern - unpaid		X			X	
	Intern (Library, YS) - unpaid, working w/children or elderly	X				X (YS)	X (Library)
	Volunteer - working w/ children or elderly		X			X	
	Volunteer (YS) working w/children and/or elderly	X				X	
X	Volunteer (Parks/Rec, Library) working w/children and/or elderly	X (Library)	X (Parks/Rec)				X
	Volunteer		X			X	
	Contract - working w/children or elderly	X			X		
	Contract	X			X		

* **Standard Package** = SSN Trace, Employment Record, Education Report, Motor Vehicle Record Check, and National Criminal Data Base Search. MV Record Check completed by HR.

** **Volunteer Package 2** = National Criminal Data Base Search only. MV Record Check completed by HR.

*** **Volunteer Package 2** = National Criminal Data Base Search only.

**** **Volunteer Package 3** = National Criminal Data Base Search, SS # Trace, Criminal/Misdemeanor Check by County.

For applicant w/o email, HR will enter information for him/her; applicant needs to sign Disclosure/Authorization form.