

**Thank you for your interest in volunteering at the Keene Public Library.  
The volunteer application process is described below.**

1. If you are interested in volunteering at the Keene Public Library and you are 18 years of age or older, you should call and speak to please call and speak to Gail Zachariah at 603-352-0157. You can also email her at [gzachariah@ci.keene.nh.us](mailto:gzachariah@ci.keene.nh.us). She will discuss with you volunteer opportunities and your particular interests.
2. There is a separate process for interns or volunteers younger than 18-years-of-age. Please, call Gail Zachariah at the Keene Public Library, if you need this information.
3. You will need to submit to the library the names and contact information for three references that will vouch for your abilities.
4. You will need to fill out Volunteer Service Statement & Agreement, 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

# City of Keene

## Volunteer Service Statement & Agreement

Date: \_\_\_\_\_,

I make this Statement and Agreement in order to provide, and to be authorized to perform, the following uncompensated services to my community:

\_\_\_\_\_ under the direction of \_\_\_\_\_  
*nature & scope of services* *official with official oversight authority*

between \_\_\_\_\_  
*time period in which work to be performed*

In performing the specified volunteer service, I acknowledge:

- that I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required;
- that I have acquainted myself with what is required to perform those tasks, and represent that I have the skill and ability to perform them;
- that I assume full responsibility for my own safety and the safety of others, and except where resulting from the negligence of the City of Keene or its employees, I release and hold harmless the City of Keene, its agents, employees, and officers, from any and all claims of any nature for any illness, bodily injury, or personal injury to me or damage to any property arising any way from my participation in the above described activity. I further acknowledge that this release is binding upon my heirs, successors or assigns, that I have read the foregoing and understand its significance, and that I have executed this document voluntarily;
- that I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the City of Keene, and will honor the direction of the City of Keene officials to suspend or terminate service;

Volunteer: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

# 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				
	<b>Regular</b> - full-time or part-time	X		X			
	<b>Seasonal</b>		X		X		
	<b>Seasonal</b> - working w/children or elderly		X		X		
	<b>Intern</b> - paid, working w\children or elderly	X				X	
	<b>Intern</b> - paid, who may operate City vehicles		X		X		
	<b>Intern</b> - Paid		X			X	
	<b>Intern</b> - unpaid, working w/children or elderly		X			X	
	<b>Intern</b> - unpaid, who may operate City vehicles		X		X		
	<b>Intern</b> - unpaid		X			X	
	<b>Intern (Library, YS)</b> - unpaid, working w/children or elderly	X				X (YS)	X (Library)
	<b>Volunteer</b> - working w/ children or elderly		X			X	
	<b>Volunteer (YS)</b> working w/children and/or elderly	X				X	
X	<b>Volunteer (Parks/Rec, Library)</b> working w/children and/or elderly	X (Library)	X (Parks/Rec)				X
	<b>Volunteer</b>		X			X	
	<b>Contract</b> - working w/children or elderly	X			X		
	<b>Contract</b>	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.*