



Volunteer Application

The Merrimack Public Library values the time and commitment of citizens who volunteer to provide support in implementing the mission and programs of the Library. To comply with the NH Department of Labor Laws, the Library uses volunteers to supplement and compliment, but not to replace, the efforts of paid Library staff; volunteers will not be utilized to displace any paid employees from their positions, and volunteers will not be placed in positions that could jeopardize the Library's ability to operate if a volunteer failed to report to work.

- Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, physical appearance, socioeconomic level, education level, gender identity or gender expression, or any other legally protected characteristic.
- The Merrimack Public Library will not accept court-appointed volunteers.
- Volunteer assignments will be organized by staff at the Merrimack Public Library. Each volunteer shall perform duties under the supervision of a designated staff member.
- The completed Volunteer Application form will be reviewed by Library staff. If the volunteer's qualifications, interests, and schedule match an available volunteer position at the Library, they will be notified of the opportunity. Placement of an applicant may not always be possible. Applications not matching any current openings will be kept in a resource file on file for one (1) year from the date of submission.
- All adult volunteers are subject to a criminal background check at their own expense.
- **All youth volunteers will be required to:**
 - Provide a photocopy of birth certificate or driver's license to prove volunteer is age 14 or older.
 - Complete a *Request for NH Youth Employment Certificate* form if the youth volunteer is age 14 or 15.
 - Complete a *State of NH DOL Parental Permission* form if the youth volunteer is age 16 or 17.

Please refer to the full *Volunteer Policy* and the *Volunteer Best Practices from the NHSL* documents on the Library website for more information and for copies of NH DOL forms.

PERSONAL INFORMATION

Name: _____
Last First Middle

Mailing address: _____
Street City State Zip

Email address: _____ Preferred phone: _____

Are you under 18 years of age? No Yes *If YES, please refer to youth volunteer guidelines above*

FOR LIBRARY STAFF USE ONLY:

- Completed Request for NH Youth Employment Certificate form
- Completed State of NH DOL Parental Permission form
- Supplied photocopy of proof of age (birth certificate or driver license)
- Completed Criminal Background check (for adults)

Emergency contact: Name _____ Phone number _____

List allergies and/or medications _____

VOLUNTEER EXPERIENCE

Date (month & year)	Name and Address of Organization	Description of Duties and Responsibilities

WORK or PERSONAL REFERENCE

Name: _____

Email address: _____ Phone: _____

I know the reference from: _____

AREAS OF INTEREST

Circle all that apply

Cleaning books Dusting shelves Providing refreshments for events Home delivery

Merrimack Garden Club clean up Special projects/displays Friends of the Library Book Sale

Sorting Book Sale donations Library Committee work Assisting with off-site events

Signature of Applicant

Date

Parent/Guardian Signature (if applicant is under age 18)

Date