

Hollis Social Library: Volunteer Application

The Hollis Social Library values the time and commitment of citizens who volunteer to provide support in implementing the mission and programs of the Library. The Hollis Social Library, in compliance with the New Hampshire Department of Labor Laws, uses volunteers to supplement and compliment, but not to replace, the efforts of paid Library staff. Library volunteers may help extend and enhance the work of paid staff but will not be utilized to displace any paid employees from their positions.

- Volunteers shall be recruited without regard to any individual's race, nationality, religion, political or social views, gender identity, sexual orientation, or any other legally protected characteristic.
- The Hollis Social Library will not accept court-appointed volunteers.
- Prospective volunteers will be asked to fill out a Hollis Social Library Volunteer Application. 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 on file for one (1) year from the date of submission.
- Volunteer assignments will be organized by staff at the Hollis Social Library. Each volunteer shall perform duties under the supervision and direction of library staff.
- All volunteers are required to follow all Library policies. Volunteers who do not adhere to the Library's policies and procedures may be subject to dismissal.
- Adult volunteers (ages 18+) must submit to a criminal background check at their own expense.
- All youth volunteers will be required to:
 - > Supply a photocopy of proof of age (birth certificate or driver license) to prove volunteer is 14 years or older.
 - > Complete State of NH Department of Labor form *NH Youth Employment Certificate* form, if ages 14 or 15.
 - > Complete a State of NH Department of Labor *Parental Permission Form Youth Age 16 or 17 (RSA 276-A:4 VIII & LAB 1002.02)*, if ages 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.

Personal Information:

Name: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Are you under 18 years of age? No Yes (Refer to youth volunteer guidelines)

FOR LIBRARY STAFF USE

- Completed NH Youth Employment Certificate form
- Completed State of NH DOL Parental Permission form
- Supplied photocopy proof of age (birth certificate or driver's 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 Number: _____

I know the reference from: _____

Areas of Interest:

Circle all that apply.

- | | | |
|--------------------------------|----------------------------------|-----------------------------|
| Cleaning Books | Dusting Shelves | Special Projects/displays |
| Assisting with Programs/Events | Friends of the Library Book Sale | Sorting Book Sale Donations |

Signature of Applicant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____
(If applicant is under age 18)