



**City of Gardner
Department of Personnel
95 Pleasant Street
Gardner, MA 01440
(978) 630-4001 ♦ Fax (978) 630-4025**

Community Service Application

Name: _____

Address: _____
Street City/Town State Zip Code

Home Phone: _____ Email Address: _____

Total hours required: _____ Date hours need to be completed: _____

Referred by: _____
(Judge, Probation Officer or Agency)

Phone Number: _____ Fax Number: _____

<p>Is Community Service court ordered? Yes No</p> <p>If yes, please complete the following:</p> <p>Nature of offense: _____</p> <p>Date of offense: _____</p> <p>Are you a first time offender? Yes No</p> <p>If no, please describe other offenses: _____</p> <p>_____</p> <p>Are you currently serving probation on another charge? Yes No</p> <p>If yes, please describe: _____</p> <p>_____</p>
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If the applicant is under the age of 18 years old, a parent or guardian must sign his/her consent to the terms and conditions of this application below:

Parent/Guardian Signature: _____ Date: _____

Background Check

I understand that the City of Gardner will conduct a background check prior to acceptance as a community service volunteer. I agree to provide the necessary information as requested and further understand that said background check may include a review of sex offender registries and/or criminal history records (CORI request form attached hereto for execution by applicant).

Applicant Signature: _____ Date: _____

Indemnity

I, for myself, my personal representatives and dependents hereby release, indemnify and hold harmless the City of Gardner (the “City”), its elected officials, directors, employees, agents and other volunteers from any and all liability in connection with any injury I may sustain, including any injury caused by negligence, in conjunction with the volunteer activities for the City. Further, I, for myself, my personal representatives and dependents hereby release, indemnify and hold harmless the City, its elected officials, directors, employees, agents and other volunteers from all damages, judgments, expenses, including reasonable attorney fees, costs of liabilities in law or equity suffered because of damage to my personal belongings or any property that may arise out of, or as a consequence of my negligent or intentional acts while volunteering for the City.

I understand that as a volunteer, I am not an employee of the City, that my involvement will not lead to employment status, that I will not be eligible for employee benefits or worker’s compensation insurance coverage and that I will receive no compensation for my services. I understand that I must operate within the scope of the duties associated with my volunteer position, a description of which will be provided to me should I be accepted and approved as a community service volunteer for the City.

Applicant Signature: _____ Date: _____

If the applicant is under the age of 18 years old, a parent or guardian must sign his/her consent to the terms and conditions of this application below:

Parent/Guardian Signature: _____ Date: _____



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CORI REQUEST FORM

Gardner Municipal Government has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant for Community Service Volunteer, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant Signature

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE)

PLACE OF BIRTH

DATE OF BIRTH

_____-_____-_____
SOCIAL SECURITY NUMBER
(Requested but not required)

MOTHER'S MAIDEN NAME

FORMER ADDRESSES: _____

SEX: _____ HEIGHT: _____ ft. _____ in. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____

***THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: _____

REQUESTED BY: _____
SIGNATURE OF CORI AUTHORIZED EMPLOYEE



City of Gardner Community Service Policy Agreement

I. Application

Community Service volunteers must complete an application, criminal background history consent and execute indemnity agreements contained in the application form before work begins.

II. Specifications

Community Service volunteers must be 16 years of age or older. The City of Gardner only accepts court ordered volunteers who have committed Class C Misdemeanors that DO NOT involve the following:

- Crimes of moral turpitude.
- Current or past crimes of violence.
- Unstabilized mental issues.

III. Credit for Service

There is no payment or benefits for service. Time is given hour for hour.

IV. Conduct

Certain conduct will be expected of volunteers while working for the City of Gardner. Any violation of the following may cause termination.

- Arrive clean, neat and appropriately attired.
- If working outside and performing physical labor, jeans or shorts and t-shirts are acceptable. Volunteers CANNOT wear ripped or torn jeans or shorts. NO biking shorts or boxer shorts.
- Volunteers CANNOT wear halters, low-cut tops, tube tops, tops that show any part of the abdomen, or revealing clothing of any kind. T-shirts must NOT display pictures, emblems or writings that are lewd, offensive, vulgar or obscene, or advertise or depict alcoholic beverages or drugs.
- No consumption of alcohol or illegal drugs before or during volunteer work assignment.
- No distribution of literature of any type.
- Visitors are not allowed during volunteer shift.
- No inappropriate behavior with employees, patrons or other volunteers.
- Profanity will not be tolerated while on site.

V. Opportunity

Community Service opportunities include but are not limited to the following: office duties such as filing and copying, trash pick-up, park beautification, cleaning and physical labors. The City of Gardner reserves the right to limit the number of Community Service volunteers working within various departments at any given time.

I affirm that I have read the above and understand the information presented.

Applicant Signature: _____ Date: _____