



TOWN OF HANOVER

550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
(781) 826-5000 ext. 1084

2019 HANOVER DAY VOLUNTEER APPLICANT INFORMATION

LAST NAME:			FIRST NAME:			MIDDLE INITIAL:		
ADDRESS:								
CITY:			STATE:			ZIP CODE:		
HOME PHONE:			CELL PHONE:					
E-MAIL ADDRESS:								
EMERGENCY CONTACT INFORMATION (please provide two)								
LAST NAME:			FIRST NAME:			PHONE #:		
LAST NAME:			FIRST NAME:			PHONE #:		

VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.

VOLUNTEER ACKNOWLEDGEMENT & WAIVER

AS A VOLUNTEER I UNDERSTAND THAT:

- The Town of Hanover shall conduct a thorough background check on me, which shall include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions are conditional upon favorable background information as determined by the Town of Hanover.
- The Town of Hanover is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform their supervisor if they are unable or unwilling to perform a requested task.
- Volunteer positions are charitable contributions to the Town without anticipation of compensation or benefit of any kind or consideration of future employment. I am not an employee of the Town of Hanover. The Town of Hanover reserves the right to terminate my volunteer position at any time and I understand and agree that I have no right of appeal from any such decision.
- I agree to be subjected to the policies and procedures of the Town of Hanover.
- I confirm that the information I have given is accurate and that I have not knowingly withheld any information which is relevant to this application.

CONFIDENTIALITY/HOLD HARMLESS AGREEMENT

Due to your access to confidential information, all volunteers for the Town of Hanover must sign this agreement. "Confidential information" means any information of a secret or confidential nature relating to the workplace.

Confidential information may include, but is not limited to, the following: employee information, information regarding Town residents, all documents, data, reports, contracts, negotiations, strategic planning, and proposals that are not considered public record.

In connection with being a volunteer for the Town of Hanover, I agree to the following:

- I have read and understand the above definition of "confidential information." I agree that I will not at any time, both during and after volunteering for the Town of Hanover, communicate or disclose confidential information to any person, corporation, or entity.
- I further recognize and agree that while volunteering for the Town of Hanover, I may become aware of nonpublic information of a personal nature about employees or associates, including, without limitation, actions, omissions, statements, or personally identifiable medical, family, financial, social, behavioral, or other personal or private information. I will not disclose any such information that I learn while volunteering for the Town of Hanover to any other person or entity while actively participating and after the conclusion, unless required by applicable law or legal process.

Hold Harmless Agreement: I further agree to indemnify and hold harmless, to the maximum extent permitted by the law the Town of Hanover, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims demands, losses, costs and expenses (including all attorneys' fees) that may arise out of or in connection with my volunteering for the Town of Hanover.

VOLUNTEER CONSENT

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ EACH OF THE ABOVE ITEMS AND YOU AGREE TO BE BOUND BY THEM. IF YOU ARE UNDER THE AGE OF 18, YOUR PARENT OR GUARDIAN MUST ALSO REVIEW THESE ITEMS AND SIGN BELOW.

APPLICANT'S NAME (print)	SIGNATURE	DATE
GUARDIAN'S NAME (print)	SIGNATURE	DATE

TOWN USE ONLY

VOLUNTEER POSITION: HANOVER DAY VOLUNTEER

DURATION: JUNE 21st & 22nd, 2019