



City of Gardner  
Human Resources Department  
95 Pleasant Street, Rm. 226  
Gardner, MA 01440-2630  
(978) 630-4001 ♦ Fax (978) 630-4025

## 2026 Senior & Veteran Volunteer Incentive Program Application

**\*Due to increased interest in the program, and a limited number of openings available, the selection process will be conducted through a lottery drawing. All eligible participants will have an equal chance of being selected.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/Town State Zip Code

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

When are you available to work:

Weekdays (please check):  Monday,  Tuesday,  Wednesday,  Thursday,  Friday

Time of Day: (please check):  Mornings  Afternoons

In case of an emergency or illness please notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/Town State Zip Code

Phone number: \_\_\_\_\_

Are you applying to fill a Senior Tax Abatement position?  Yes  No

If yes, are you 60 years of age or older?  Yes  No

Are you applying to fill a Veteran Tax Abatement position?  Yes  No

If yes, are you a Veteran as defined by MGL Chapter 4, Section 7, Clause 43?  Yes  No

**(If yes, you must attach a copy of your DD214)**

Do you own & occupy, as your principal residence, the property for which taxes are paid?  Yes  No

Have you previously been selected to participate in the program?  Yes  No

If yes, please indicate the year(s) you participated: \_\_\_\_\_

Please indicate in which areas you are interested to work (this does not guarantee placement in that department):

- Golf course  Senior Center  City Clerk  DPW  Building Department  Veterans  
 Board of Health  Assessors  School Department  Library  Animal Shelter  No Preference

Please check all the ways in which you are available to assist as a volunteer:

- Clerical Support (filing, data entry, phone messages, etc.)
- Facility cleaning (sweeping, mopping, dusting and general cleaning)
- Grounds Maintenance/Laborer (mowing, raking, trash removal, weeding, watering plants, sweeping sidewalks and parking areas, snow removal, etc...)
- Other (please explain): \_\_\_\_\_

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in immediate dismissal. I acknowledge that I am required to follow all instructions given by my supervisor or his/her designee, to perform all assigned duties and to follow all the rules of the City of Gardner. I agree to demonstrate a good attitude and willingness to perform the duties assigned in a pleasant manner.

While working for the City of Gardner, I will:

- Arrive clean, neat and appropriately attired.
- Not consume alcohol or illegal drugs before or during my volunteer work assignment.
- Not distribute literature of any type.
- Not bring other people with me during my volunteer working hours.
- Avoid the use of profanity while on site.
- Not engage in inappropriate behavior with employees, members of the public or other volunteers.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Background Check**

I understand that the City of Gardner will conduct a background check prior to acceptance as a 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 regular 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 volunteer for the City.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Gardner

## Volunteer Incentive Program Service Policy Agreement

### I. Application

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

### II. Specifications

- Volunteers must be a resident of the City of Gardner;
- At least sixty (60) years of age, or a veteran as defined by MGL Chapter 4, section 7, clause 43;
- Be a City of Gardner homeowner or the spouse of a homeowner and reside in the house for which the tax credit is going to be issued.

### III. Credit for Service

There is no payment or benefits for service. This is a limited tax credit program to be applied to the volunteer's individual City of Gardner real estate tax bill.

### 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

Volunteer opportunities include but are not limited to the following: office duties such as filing and copying, trash pick-up, park beautification, cleaning and physical labor. The City of Gardner reserves the right to limit the number of 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: \_\_\_\_\_