



# TOWN OF BERLIN --- VOLUNTEER APPLICATION FORM

- Submit completed forms & any associated documents to the Berlin Select Board’s Office: **EMAIL preferred** [selectmen@townofberlin.com](mailto:selectmen@townofberlin.com) or US Mail: Berlin Select Board, 23 Linden St. Box #6, Berlin, MA 01503.
- Office staff will forward your application/resume to the correct appointing authority for a *vote* of a quorum of the host board/committee as to whether or appoint an applicant.
- Individuals are NOT officially appointed unless/until all are satisfied: Appointment by appropriate Town entity, administration of the oath of office by the [Berlin Town Clerk’s Office](#), completion of the [Massachusetts Ethics Law certification process](#), acknowledgement of receipt of the [Massachusetts Open Meeting Law](#), submission of a completed Berlin Code of Conduct Form to the Town Administrator’s Office.
- *Before submitting a Volunteer Application Form, it is **strongly recommended** that any prospective applicant:*
  - *ATTEND meetings of the Board/Committee of interest AND*
  - *COMMUNICATE with the Chairs/Members of the various Boards/Committees to understand what membership entails in terms of time commitments, meeting schedules, and desired expertise.*

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

Address: \_\_\_\_\_ Home Tel: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Work/Cell Tel: \_\_\_\_\_

I am interested in serving the Town in the following position(s): *(Check appropriate position(s))*

<input type="checkbox"/>	Agriculture Commission <small>SB appointment</small>	<input type="checkbox"/>	Economic Develop. Comm. <small>Planning Board</small>
<input type="checkbox"/>	Cable Access Committee <small>SB appointment</small>	<input type="checkbox"/>	Election Worker <small>(Appt. by Town Clerk; Confirmed by SB)</small>
<input type="checkbox"/>	Cable Advisory Committee <small>SB appointment</small>	<input type="checkbox"/>	Energy Committee <small>SB appointment</small>
<input type="checkbox"/>	Capital Planning Comm. <small>Appointed by Moderator (1), Planning Board (1), Finance Comm (1) and Selectmen (2)</small>	<input type="checkbox"/>	Finance Committee <small>(Appt. by Town Moderator)</small>
<input type="checkbox"/>	Citizens Emergency Response Team (CERT) <small>Fire/EMS Chief</small>	<input type="checkbox"/>	Historical Commission <small>SB appointment</small>
<input type="checkbox"/>	Community Preservation Act Committee (CPAC) <small>various appointing authorities for different seats – see CPAC webpage for details</small>	<input type="checkbox"/>	Housing Partnership <small>SB appointment</small>
<input type="checkbox"/>	Conservation Commission <small>SB appointment</small>	<input type="checkbox"/>	Personnel Committee <small>SB appointment</small>
<input type="checkbox"/>	Council on Aging (COA) <small>SB appointment</small>	<input type="checkbox"/>	Recreation Committee <small>SB appointment</small>
<input type="checkbox"/>	Council on Aging - Volunteer/Meals Wagon - <small>COA</small>	<input type="checkbox"/>	Registrar of Voters <small>(Appt. by Town Clerk; Confirmed by Selectmen)</small>
<input type="checkbox"/>	Cultural Council <small>SB appointment</small>	<input type="checkbox"/>	Zoning Board of Appeals <small>(SB for both Regular &amp; Associate members)</small>
<input type="checkbox"/>	Earthwork Advisory Committee <small>SB appointment</small>	<input type="checkbox"/>	Other:
<input type="checkbox"/>		<input type="checkbox"/>	Other:

Occupation: \_\_\_\_\_ Education: \_\_\_\_\_

Please provide a brief biography & qualifications to serve in the requested role including specific training/experience/interest you may have in the field (if no expertise, that’s OK too!): \_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Resume attached? (Y/N) \_\_\_\_\_

***Thank you for expressing an interest in serving your town!***

(ver. 7/24/2020)