



## City of Monrovia, Department of Community Services Monrovia Public Library Human Resources Process for Volunteers

### References

The Library will forward your application to the Human Resources Department (HR). HR will check on your professional references and/or your personal references. They will ask questions regarding your character and job performance, whether as a volunteer or an employee. Please make sure that your references know that someone from Monrovia's Human Resources Department will call them and that you are applying as a volunteer.

### Fingerprinting

When Human Resources has checked your references they will call you to set up an appointment fingerprinting; this is to check your record with the Department of Justice and FBI. You will need to tell HR your social security number. They will scan your fingerprints (so no ink on your fingers) and return the results to HR. If the Human Resources Department is unavailable, the applicant will be sent to the Monrovia Police Department. After HR has contacted you, you will have two weeks to finish the process, including fingerprinting and visiting the clinic.

### Clinic

After you pick up the medical paperwork at Human Resources, call the clinic to let them know the three tests (Drug, Alcohol & Tuberculosis - TB) you need so they can tell you the best time to go in.

- For the drug test, you need to leave all personal belongings outside the bathroom (where a nurse will watch them). You have to provide enough urine specimen to fill a cup, so drink lots of water ahead of time. To protect the integrity of the specimen, there is no running water in the bathroom, so you can wash your hands after you have given the cup to the nurse.
- For the alcohol test, a nurse will swab your mouth.
- TB skin test is a shot in the forearm which must be read 48 hours later, so you have to go back to the clinic in 48 hours. If you miss the 48-hour window, you have to start all over but you have to wait two weeks before you can do the TB test again. You also have to pay for the second TB test. If you have had a TB test in the last six months, you can bring the results of that test to the clinic to see if they will accept it. If they accept it, you would not need to do the TB test.
- If your TB skin test is positive, you need to have a chest x-ray, which you have to pay for out of your own pocket. The cost is \$35.

As soon as we get clearance on your medical and fingerprinting, we will call you to work out a start date. Completing this process helps keep everyone involved with volunteering in Monrovia safer and healthier, so we really appreciate your time and effort in completing this process and for volunteering your time! Please feel free to contact the Literacy office if you have questions about this process, or Human Resources at (626) 932-5500.