



VOLUNTEER APPLICATION

(Please Print All Information)

PERSONAL INFORMATION:

Last Name	First Name	Middle Initial
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Address	City	State	Zip Code
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Phone No.: _____ E-Mail _____

Birthday: ____ / ____ (month & day ONLY)

Complete this section if you are a teen applicant.

Age (Teen volunteers only--minimum age 14 years old) _____ Current grade (i.e., 10th grade) _____
 Graduation Year _____ High School you are attending? _____

Are you a year-round resident? _____ YES _____ NO

If not, what months are you available? _____

EDUCATION: _____ High School _____ College _____ Post Graduate

Degree(s) _____

SPECIAL SKILLS: _____ (i.e.: Computer Knowledge, Other)

WORK STATUS: _____ Employed _____ Retired _____ Unemployed _____ Student

If employed current place of employment: _____ Phone: _____

IN AN EMERGENCY PLEASE NOTIFY:

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone _____

Physician: _____

Phone: _____

HOW DID YOU HEAR ABOUT OUR PROGRAM?

_____ Friend _____ Newspaper _____ Brochure _____ Bulletin Board
_____ Web Site _____ Other (please specify) _____

VOLUNTEER AVAILABILITY: (please circle the days and times you are available to volunteer)

MON. 9-12 TUES. 11-2 WED. 9-12 THURS. 11-2 FRI. 10-1 SAT. 9:30-1
MON. 12-3 TUES. 2-5 WED. 12-3 THURS. 2-5 FRI. 1-4:45 SAT. 1-4:30
MON. 3-6 TUES. 5-8 WED. 3-6 THURS. 5-8 FRI. N/A SAT. N/A
WED. 5-8

Volunteer Service Area Opportunities (please check any that would interest you)

For Adults Only:

- Circulation Area (check in returned books, shelve books and read shelves)
- Donation Area (sort/price/stock donated books and read shelves)
- Shelf Reader (make sure books/materials on shelves are in the correct sequence and straighten books/materials)
- Bookstore (greet patrons, straighten books on shelves, wipe down café tables, keep store neat, read shelves and cashier duties)
- Literacy Area: Tutor an adult student (If you can read, you can teach. Training workshop offered throughout the year. Must complete training workshop to be a certified tutor.)

- For Teens Only:** work in children’s library department shelfreader special activity/event
 assist patrons with general computer-related questions

Have you ever committed, been convicted of, pled guilty to, or pled no contest to, a felony or a misdemeanor?

NOTE: Conviction of a crime is not necessarily grounds for disqualification.

_____ NO _____ YES If YES, please explain: _____

Can you perform the essential requirements of this job with or without reasonable accommodation? Yes _ No _

The information provided in this application is true in all respects, without any willful omissions. I understand that if this application is false in any way I will be dismissed without notice regardless of when the false information is discovered.

As a VOLUNTEER, I Agree to:

- Complete the volunteer orientation and train until I am competent to perform the required duties.
- Give advance notification of absences, when possible. The library can be reached by calling 784-3332, Ext. 3014. If the library is closed, you may leave a message.
- Wear a name badge at all times.
- Sign in upon arrival and sign out when departing.
- Read assigned shelves weekly. (Literacy tutors excluded from this task.)
- Complete a Volunteer Emergency Contact Form.
- For adult volunteers: Arrive 10 to 15 minutes before my assigned shift to sign in, read the shelves assigned to me and read any relevant memos on the bulletin board.
- Attend mandatory volunteer meetings.
- Do not enter building before 8:45am.
- Be friendly, courteous and respectful to patrons and co-workers.

I authorize the library to conduct a background check. I certify that all the information provided on this application is accurate and complete to the best of my knowledge.

SIGNATURE

DATE