

The logo features a light blue banner with a decorative border containing the word "VOLUNTEER" in red, bold, uppercase letters. Below the banner is a dark grey rounded rectangle with the word "APPLICATION" in white, bold, uppercase letters. The entire graphic is centered at the top of the page.

# VOLUNTEER APPLICATION

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

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Previous work and/or volunteer experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please state briefly why you wish to volunteer at the library. If there is a deadline to meet a service requirement, please indicate the date and how many hours are required.**

\_\_\_\_\_

\_\_\_\_\_

**Please check any special skills or interests you have:**

Word Processing     Experience with Excel     Graphic arts

Other \_\_\_\_\_

**Are there any physical limitations that would restrict your activities?** \_\_\_\_\_

\_\_\_\_\_

**Because staff are less available to assist during evening and weekend hours, volunteering during these times is LIMITED. Please circle the days and times you would prefer.**

**DAYS:** Mon.    Tues.    Wed.    Thurs.    Fri.    Sat.    Sun.    **TIMES:** Mornings    Afternoons

**Volunteers carry out tasks and special projects at the library that enhance service to the public.**

**Typical assignments include:**

- |   |                                   |
|---|-----------------------------------|
| - Assisting with shelving projects        | - Repairing books                 |
| - Checking holdings on the Online Catalog | - Checking/cleaning compact discs |
| - Unloading delivery bins                 | - Searching for missing items     |
| - Assisting with program preparation      | - Cutting bookmarks and handouts  |
| - Adding or removing labels               | - Making photocopies              |

Signature: \_\_\_\_\_



**FOR LIBRARY USE:**

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

**Phone:** \_\_\_\_\_

**Date Contacted:** \_\_\_\_\_

**Date Interviewed:** \_\_\_\_\_

**Orientation/Training:**

**Department/Assignment:**

**Schedule/Availability:**

**Emergency Contact:**

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

**Phone:** \_\_\_\_\_