



Volunteer Application

FOR LIBRARY USE ONLY

Interview date _____
____ Name tag
____ Add to Gmail contacts
____ Signed confidentiality clause, dress
code policy, and mandatory reporting
Training date _____

Name: _____ Date: _____

Preferred name if different: _____ Pronouns (optional): _____

CONTACT INFORMATION

Email: _____ Phone: _____

Street address: _____ City/State: _____

Zip code: _____ Mailing address (if different): _____

Preferred method of contact: _____ Date of Birth: _____

EMERGENCY CONTACT (We must have a contact person!)

Name & relationship: _____ Phone: _____

EDUCATION

Last grade completed: _____ Degree: _____

I am currently a student at: _____

EXPERIENCE

I have never volunteered

I have volunteer experience: (Please list volunteer experience, dates & duties.): _____

Other work experience: _____

Physical limitations: (Please mention any difficulty with hearing, vision, bending, and lifting. Some jobs require this ability, others do not.) _____

SPECIAL SKILLS & INTERESTS: _____

VOLUNTEER OPPORTUNITIES

- Service Desk (3 hr. shifts—material check-in/out, assisting patrons, shelving, etc.)
- Mending (Repair books, buff scratched DVDs, etc.)
- Shelving (Shelve books and other materials, put shelves in order)
- Maintenance (Light cleaning and other tasks as needed)
- Summer Reading (Help with various activities for youth throughout the summer)
- Book Club (Assist with organization or book discussion)
- Friends Book Sales (Set-up, sales, take-down, sort donations in Annex)
- 4th of July Parade (Help with float, costumes, and/or participate in parade)
- Friends of the Creswell Library (Meet once a month to discuss book sales and allocate library funding)
- Creswell Public Library Foundation (Meet once a month)
- Special Projects _____

SCHEDULING

Time commitment per week _____ or month _____. Please list days and times available:

Some positions require a criminal background check. If needed, an authorization form will be provided.

REFERENCES

List two employers, supervisors, teachers or non-relatives we may contact for a reference.

Name: _____ Relationship: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Phone: _____ Email: _____

I understand that my volunteer work is a commitment. When I cannot work at the assigned time, I will notify the Library Volunteer Coordinator or Director as soon as possible. I agree to follow all Library and Volunteer policies and procedures and I understand that while working as a volunteer I will positively represent the Library. I understand that in my capacity as a volunteer, I may come into contact with confidential information. I agree to protect this information to the best of my ability as a volunteer and will not divulge it during or after my service as a volunteer has ended.

Signature: _____ Date: _____