

# VOLUNTEER APPLICATION

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

What is motivating you to volunteer?

- Personal Satisfaction     
  Career Exploration     
  School Requirement

*Please note that Fondulac District Library does not have volunteer assignments available to fulfill court-ordered community service.*

Are you fulfilling hours for another agency or organization?

- Yes       No

If yes, which one? \_\_\_\_\_ How many hours? \_\_\_\_\_ To be completed by \_\_\_\_/\_\_\_\_/\_\_\_\_

## AVAILABILITY

Date available to begin volunteering \_\_\_\_/\_\_\_\_/\_\_\_\_

Are there any periods when you will be unavailable for an extended period of time?

- Yes       No

If yes, please detail \_\_\_\_\_

Volunteer availability *Note all that apply.*

	Mornings (9a-12p)	Afternoons (12-5p)	Evenings (5-9p)	Specific Hours ( <i>Please list.</i> )
Mondays				
Tuesdays				
Wednesdays				
Thursdays				
Fridays			NOT AVAILABLE	
Saturdays			NOT AVAILABLE	
Sundays	NOT AVAILABLE		NOT AVAILABLE	

## PREFERENCES

I would like to... *Check all that apply.*

- |  |   |
|--|---|
| <input type="radio"/> volunteer on a regularly scheduled basis<br><input type="radio"/> volunteer as-needed (special projects, events, etc.)<br><input type="radio"/> volunteer with the public<br><input type="radio"/> volunteer behind the scenes<br><input type="radio"/> deliver materials to and return materials for homebound customers*<br><input type="radio"/> help promote the library in the community* | <input type="radio"/> volunteer with adults<br><input type="radio"/> volunteer with teens<br><input type="radio"/> volunteer with children<br><input type="radio"/> volunteer for the library's Friends group |
|--|---|

*\*must provide own transportation*

Other (Please list) \_\_\_\_\_

## EDUCATION, EMPLOYMENT, AND VOLUNTEER EXPERIENCE

Educational background

---

---

Work history, including any current employer

---

---

Current school enrollment and grade (if applicable)

---

Describe any previous volunteer experience

---

---

Describe any library experience or other relevant experience

---

---

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports (e.g. computer/tech skills, languages, DIY skills)

---

---

## REFERENCES

Please list two personal or professional references. (Do not include family members.)

Name \_\_\_\_\_ Phone (       ) \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Year(s) known \_\_\_\_\_

Name \_\_\_\_\_ Phone (       ) \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Year(s) known \_\_\_\_\_

## GENERAL INFORMATION

Are you able to lift 50 pounds?                       Yes                       No

Are you willing to submit to a background check?                       Yes                       No

*Affirmative responses to the following questions will not automatically exclude you from volunteering.*

Have you ever been dismissed or asked to resign from any position for reasons other than disability?

Yes                       No

If yes, please explain \_\_\_\_\_

Have you been convicted of or pled guilty to a felony or misdemeanor, other than a minor traffic violation?

Yes                       No

If yes, please explain \_\_\_\_\_

**APPLICANT'S STATEMENT**

In consideration of the opportunity to volunteer with Fondulac District Library ("Library"), I fully and completely release the Library, its officials, and employees from any and all claims, demands, and liability of every nature and description arising by being allowed to volunteer with the Library.

For all activities related to recruitment and retention of volunteers, the Library does not discriminate on the basis of race, color, religion, sex or sexual orientation, national origin, marital status, or political beliefs. The minimum age to be a Library volunteer is 14 years old.

I certify that the statements made in this volunteer application are true, complete, and correct, and have been given voluntarily. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

I understand that the Library reserves the right to screen volunteers (including, but not limited to, use of reference and background checks), to accept or reject any applications, and to place applicants in specific locations and positions based on the needs of the Library. Library staff will contact applicants by phone and/or email when their volunteer services are requested by the Library.

I understand that I will not be paid for my services as a volunteer. I am giving my time freely to the Library.

If assigned to a volunteer position, I agree to the following:

- I will arrive on time and prepared to perform to the best of my ability.
- I will notify the Library in advance if I am unable to volunteer as scheduled.
- I will inform Library staff when I enter the building for a volunteer shift and when I leave.
- I will record my hours volunteered on my record sheet after each volunteer session.

I understand that it is the policy of the Library to protect the privacy of those who use the Library. If I have access to confidential information that is needed to perform volunteer duties, I agree to access only that information needed as part of the task assigned to me. I agree to hold all information about patrons and any other confidential information in complete confidence in the course of performing my volunteer assignments.

I understand that the information contained within this application may be disclosed to any party with legal and proper interest, and I release the Library from any liability for supplying such information.

I understand that my volunteer service may end at any time for any reason with or without cause and with or without notice.

\_\_\_\_\_  
Applicant (*printed*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian, if applicant under 18

\_\_\_\_\_  
Date

*For library use only*

Received by _____	Date _____	References checked by _____	Date _____
Recorded by _____	Date _____	Interviewed by _____	Date _____