

Trails Regional Library Volunteer Application

Please print clearly and complete each section. Under Age 18 requires parent's signature.

Date

Name _____

Address _____

Phone _____ Email _____ Date of Birth _____

Education Level (grade if still student) _____

If college: degree, area of study, or years attended if coursework is not completed _____

Why are you interested in volunteering at the library? _____

Days available (check all that apply): Mon.____ Tues.____ Wed.____ Thur.____ Fri.____ Sat.____

Time(s) available: Mornings: _____ Afternoons: _____ Evenings: _____ Weekends: _____

How many hours per week? 1-2 _____ 2-4 _____ 4-6 _____ 6-8 _____ 8 or more _____

If you are volunteering to fulfill a class requirement or mandated community service, please give the following information

Class/School/Community Service _____

Hours required _____

Deadline for completing _____

Contact Information of Responsible Party:

Name

Relationship

Phone

Please provide three references (name, contact number, relationship). If under 18, please include a reference from a teacher, minister, or non-family member.

1. _____

2. _____

3. _____

Skills

Office:

Filing

Typing

Other _____

Computer:

Excel

Word

Special Skills: _____

Emergency contact

Name _____

Address _____

Phone (Daytime) _____ Phone (Evening) _____

- Volunteer assignments are dependent on branch needs determined by the Branch Manager and filled at the discretion of the Library Director. Completing an application does not guarantee a volunteer assignment.
- Trails Regional Library will perform background checks on prospective volunteers aged 18 and over.
- Volunteer applicants under age 18 must have parental consent before volunteering for Trails Regional Library.
- Volunteers will be required to complete an orientation. Orientation will count toward volunteer hours
- No volunteer will be left unattended with a child or children while volunteering.
- Volunteers agree to uphold the guidelines and policies of the Trails Regional Library, including but not limited to issues of patrons confidentiality and privacy.
- Records of a volunteer’s assignments, performance and service hours will be maintained by the branch manager and reported to library administration.
- Trails Regional Library reserves the right to dismiss a volunteer at any time.

I certify that the statements made in this volunteer application are true and correct.

Applicants Signature _____ Date _____

Parent/Guardian Signature _____ Date _____