

Morrisville Public Library Volunteer Application Form

Thank you for your interest in volunteering. The information on this form will be used to help determine a volunteer assignment which will be well suited to your background and interests and availability. Please complete all questions and sign the form before submitting.

Name _____ Date _____

Address _____

City/State/Zip _____ Home Phone _____

Work Phone _____ Cell Phone _____

Age Group (circle one): 14-18 19-30 31-59 60+

Emergency Contact Name _____ Relationship _____ Phone _____

You must be at least 14 to volunteer. Volunteers under 18 must have a parent/guardian complete the consent section on the reverse side of this application. Age if under 18 _____

Do you have any medical conditions the library should be aware of? _____

Have you ever been convicted of a crime? Yes _____ No _____

If yes, please give a short explanation outlining the circumstances of your conviction indicating date, nature and place of offense and disposition. (Do not include traffic violations or convictions sealed or annulled by the court). Convictions will not necessarily disqualify you from the volunteer position for which you are applying.

Occupation and/or Education:

Circle the highest grade completed 9, 10, 11, 12 College/Graduate School (degrees completed) _____

Current and/or former Occupation _____

Employer _____

Are you a student? Yes No

Which school do you attend? _____

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

Name _____ Phone _____

Name _____ Phone _____

Skills:

Do you know how to use a computer? Yes No

Are you familiar with: Internet Microsoft Word Microsoft Excel

What special interests and/or skills do you have that may help us match you with the best volunteer assignment?

Volunteer Interests:

Why do you want to volunteer?

Which volunteer opportunities most interest you? Please check all that apply.

Special Events/Projects
 Computer Assistance
 Shelf reading/shelving
 Processing Materials
 Children’s Programming
 Computer Training
 Book Mending
 Working with Young Adults
 Adult Programming
 Advocacy for Libraries
 Light Cleaning
 Creating displays & bulletin boards
 Clerical tasks-filing, answering phones, organization
 Library Board Member
 Friends of the Library
 Other _____

Time Commitment: Most volunteer positions at the library require an on-going commitment of 3-months or more. Special projects may be available for less than a 3-month commitment. Please tell us how long you would like to commit to a volunteer job.

3 months
 6 months
 9 months (a school year)
 One year
 On-going
 Summer (July 1-August 31)
 Other, please specify _____

When are you available? Please specify hours for all that apply.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Closed		Closed		Closed	
Afternoon						
Evening						Closed

I hereby certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I agree and understand that any misstatements or material omissions on the application will result in my being eliminated from further consideration. I understand that, if accepted, any misrepresentation or material omission which becomes known to the Morrisville Public Library may result in my immediate dismissal. I agree that I will work within my assigned areas of responsibility without any monetary compensation. I will follow the lawful directions of the Library Manager while working for the Morrisville Public Library and will follow and be bound by the Policies & Procedures of the Library to the same extent as paid employees.

Applicant Signature _____ Date _____

Parent/Guardian Consent (for volunteers under the age of 18)

I give permission for the above applicant to volunteer at the Morrisville Public Library for a maximum of _____ hours per week (three hours minimum). If you need to reach me, my phone number is Day _____ Evening _____ and Cell _____

Parent/Guardian Signature _____ Date _____

Please return completed application to the Library Manager, Morrisville Public Library, PO Box 37, Morrisville NY 13408.