



Volunteer Application

Date: _____

Full Name, including middle initial: _____

Date of Birth _____

Address _____

Phone _____ Email Address _____

Over 18 years? Yes No If not, School/Grade _____

In case of an emergency, contact _____ Phone _____

I am seeking this volunteer position:

To satisfy school/class/scholarship requirements which I need to complete by: _____

To become a regular volunteer.

To satisfy court-ordered community service. If yes, please provide details:

AVAILABILITY (check all that apply)

Monday Tuesday Wednesday Thursday Friday Saturday

Please note general times of availability: Mornings Early Afternoons Late Afternoons Evenings

I am looking for volunteer opportunities that are: (check all that apply)

Weekly Monthly Event Based Project Based Summer only School year only

INTERESTS & SKILLS

Volunteer opportunities at the library are on the back of this form (Check all that apply).

Please list any special interests, skills or hobbies:

REFERENCES

Please list references (former employer, other volunteer experiences, teacher, etc.)

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

BACKGROUND CHECK

I consent to Ellsworth Public Library doing a criminal background check.

Signature of Volunteer: _____ Date: _____

Signature of Parent/Guardian (if under 18): _____ Date: _____

Volunteer Application

Choose the volunteer opportunities that appeal to you:

- Building Appearance Volunteer** Duties: Straighten and tidy the library. Typical tasks are: dust and/wipe down surfaces, spot clean glass and walls, refill pencil holders, and clean library shelves, equipment and materials. Volunteers interested in outdoor work might be assigned to pick up litter and/or weed landscaped areas. Qualifications: Must be able to work independently.
- Collection Volunteer** Duties: Shelve books, shelf-read and straighten. Place books in order alphabetically by the author's name and title and/or Dewey Decimal order. Qualifications: Must have alphanumeric filing skills. Must be accurate and pay attention to detail. Requires ability to bend to floor level. Requires ability to read small print.
- Classes/Outreach Volunteer** Duties: Plan and teach classes for the public. These opportunities require approval by the Library's Program Coordinator. A Program Proposal Form may need to be completed. Qualifications: Must be able to supervise a large group.
- Program/Services Volunteer** Duties: Provide assistance with special events, programs and on-going services the library provides. Typical tasks are greeting and/or registration at special events/programs, general help for youth or adult programs and outreach opportunities, and prepping materials. Qualifications: (dependent on task assigned) Requires people skills. Must be able to follow basic instructions and be able to work independently.
- Home Delivery Volunteer** Duties: Deliver library materials to home delivery patrons on an agreed upon schedule. Qualifications: Must have own transportation and be a licensed and insured driver. Must follow instructions given at the time volunteer service begins. Particular attention should be given to patron's rights of privacy and confidentiality.

AGREEMENT AND SIGNATURE

I certify that all information on this application is true and complete to the best of my knowledge. I authorize Ellsworth Public Library to contact my references and authorize these references to provide the library with information regarding my work/volunteer history, education, or character. I understand that appointment to a volunteer position is contingent upon the completion of background and reference checks. I understand, as a volunteer, that I must abide by Ellsworth Public Library's rules and regulations. I also understand that as a volunteer, I am not an employee of the Village of Ellsworth and am not entitled to compensation or benefits.

WAIVER OF LIABILITY

I release the Village of Ellsworth, Ellsworth Public Library and their employees, the Library Board of Trustees and their respective agents from any and all liability which may arise as a result of volunteering at Ellsworth Public Library. I waive any claim for damages to or loss of my property and assume all the risks of such participation in the volunteer duties at Ellsworth Public Library.

Signature _____ Date _____

Parent Signature (if applicant is under the age of 18) _____ Date _____

STAFF _____	DATE RECEIVED _____	DATE CONTACTED _____	ORIENTATION DATE _____
NOTES/SPECIAL INSTRUCTIONS _____			
