



**VOLUNTEER APPLICATION**

*Today's Date* \_\_\_\_\_

<b>PERSONAL</b>			
Name:	Last	First	Middle
Address:	Number	Street	City State Zip
Telephone number ( )	Cell phone number ( )	Date of Birth	Email Address:

<b>How did you hear about us?</b>	

Date available to start	Preferred schedule (check all that apply) <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> All year <input type="checkbox"/> Long-term <input type="checkbox"/> Temporary <input type="checkbox"/> On-Call (Substitute)							
Please note how many hours you would like to work each week. _____		<b>Mon.</b>	<b>Tue.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat.</b>	<b>Sun.</b>
	<b>AM</b> (8:30-12:00)							
	<b>PM</b> (12:00 – 6:00)							
	<b>EVE.</b> (6:00-8:00)							

<b>EDUCATION</b>							
Elementary or high school grade completed (circle one) 1 2 3 4 5 6 7 8 9 10 11 12						Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
School name and location	Dates Attended				Major Subjects	Date degree granted or expected	Diploma or Degree
	From		To				
	Mo.	Yr.	Mo.	Yr.			
Vocational/Technical School							
College							
Graduate School							
Other special schooling							

<b>CONTACT INFORMATION (In case of an emergency, contact:)</b>						
Name:	Last	First	Middle	Telephone number ( )	Relationship	
Address:	Number	Street	City	State	Zip	
If student, give name of school						

**REFERENCES (List three non-family work or personal references who are qualified to describe your work abilities)**

<b>1) Name:</b>	Last	First	Middle	Telephone number (    )
Address:	Number	Street	City	State/ Zip
<b>2) Name:</b>	Last	First	Middle	Telephone number (    )
Address:	Number	Street	City	State/ Zip
<b>3) Name:</b>	Last	First	Middle	Telephone number (    )
Address:	Number	Street	City	State/ Zip

**PREFERRED SERVICE AREA**

Where would you prefer to volunteer?  Friends Bookstore  The Reading Roadshow  Lending Hands  
 Circulation Services  Genealogy  Adult Services  Administration  Children Services  Youth Services  Computer Center

**VOLUNTEER JOBS**

Check jobs that interest you

Clerical computer work, clerical non-computer work

Delivering books to homebound readers

Shelving books/straightening shelves

Mending or processing books

Monitoring computer center

Organizing programs/ promotions

Outdoor – landscape maintenance

Answering telephones

Tour Guide

Reading to Pre-School Children

Other, please specify \_\_\_\_\_

**SKILLS**

Check skills you have

Dewey decimal system, filing, alphabetizing

Marketing, advertising, public relations

Gardening

Languages other than English, please specify \_\_\_\_\_

Photography

Puppetry or storytelling

Graphic design

Genealogy Skills, please Specify \_\_\_\_\_

Computer skills, please specify \_\_\_\_\_

Other, please specify \_\_\_\_\_

**OTHER INFORMATION**

Have you ever been convicted under any criminal law as an adult?  Yes  No

If yes, please explain

**AGREEMENT**

APPLICANT: READ AND SIGN BEFORE SUBMITTING THIS APPLICATION:

To ensure that employees and volunteers of Fayetteville Public Library are well-qualified and to further ensure that Fayetteville Public Library maintains a safe and productive work environment free of any form of violence, harassment or misconduct—it is the policy of Fayetteville Public Library to screen applicants, whether for employment or volunteer work, and to verify applicant references, credentials, or both. I agree and understand that Fayetteville Public Library may investigate my background and employment history to ascertain any and all information pertaining to my record, whether same is of record or not. I release employers and persons named herein from all liability for any damages on account of their furnishing such information.

Signature of applicant	Date
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