

Volunteer Application

Position Sought _____ Branch _____

Personal Information

Name:		
Address:		
City:	State:	Zip:
Primary Phone:	Alternate Phone:	
Email Address:		

Select type of position:

Summer Only (ages 13+)
 Long-term Teen (ages 14+)
 Long-term Adult
 Monday Tuesday Wednesday Thursday Friday Saturday

Anytime						
Morning						
Afternoon						
Evening						

Number of preferred hours per week : _____

References – Please provide the names and numbers of non-relatives who know about your abilities. Students: This can be a teacher, coach or boss. You may also attach a resume.

Name	Daytime Phone #	Relationship
1.		
2.		
3.		

Emergency Contact Name _____ Phone Number _____

Emergency Contact Relationship _____

Volunteer Skills and Interest Checklist

Interest – Tell us why you are interested in volunteering with the library and why you are interested in this position.

Experience – Tell us about your education, including degrees/trainings and provide a brief summary of your previous work/volunteer experience.

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Please check all that apply

<input type="checkbox"/> I prefer to interact with people	<input type="checkbox"/> I work well independently
<input type="checkbox"/> I prefer to work alone	<input type="checkbox"/> I'm good at building and fixing things
<input type="checkbox"/> I prefer to do active jobs and stay moving	<input type="checkbox"/> I prefer to sit and work quietly
<input type="checkbox"/> I have good telephone skills	<input type="checkbox"/> I have strong organization skills
<input type="checkbox"/> I'm comfortable using computers	<input type="checkbox"/> I have strong clerical skills
<input type="checkbox"/> I like arts and crafts	<input type="checkbox"/> I like working with children

Please list some of your hobbies and interests

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Please check all computer skills that apply

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel
<input type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> Microsoft Access
<input type="checkbox"/> Fast and accurate typist	<input type="checkbox"/> Webpage design
<input type="checkbox"/> Digital photography	<input type="checkbox"/> Digital image editing
<input type="checkbox"/> Other computer skills (list below)	<input type="checkbox"/> Social Media (list)
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Certification

I certify that the information given in this application is true and correct to the best of my knowledge. I understand false information given on this application is sufficient for my dismissal. I understand that I must be able to pass a background check in order to volunteer at Calvert Library.

Signature of Applicant

Date