



Library

# Volunteer Application

Branch Volunteer     Literacy     Friends of the Library    Branch: \_\_\_\_\_

## PERSONAL INFORMATION (For Office Use Only)

Full Name: \_\_\_\_\_

Last First M.I.

Address \_\_\_\_\_

Street Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

If under the age of 18, provide name and telephone number of parent or legal guardian \_\_\_\_\_

Name Phone

## VOLUNTEER AVAILABILITY

**Indicate if you are applying for a Branch or Literacy Volunteer by making a selection below:**

Applicants must be 14 years of age or older to volunteer for the County Library and pass a basic volunteer skills assessment. If selected you will be expected to follow the schedule that best meets the needs of the branch. Volunteers must be able to work well with others and perform assigned tasks independently or with branch staff and/or other volunteers.

**BRANCH VOLUNTEERS TIME COMMITMENT AND SCHEDULE AVAILABILITY:**

*I understand that a minimum commitment of 2 hours per week for 6 months, or a minimum total of 50 hours of volunteer work is required, in addition to a volunteer orientation. Library schedules will be based on the needs of the Library.*

**LITERACY TIME COMMITMENT AND SCHEDULE AVAILABILITY:**

*I understand that a minimum commitment of 2 hours per week for at least 6 months is required, in addition to any orientation and training I may receive. The exact hours and schedule worked will be determined once a learner is assigned to me.*

**If you are fulfilling an academic requirement please complete the information below:**

Name of School: \_\_\_\_\_

Enter Hours Required: \_\_\_\_\_ Completion Date: \_\_\_\_\_

## REQUIREMENTS FOR VOLUNTEERS

**Physical Requirements:** Physical requirements of the position include the following: frequent reaching and bending; continuous walking and standing; continuous pushing and pulling; constant lifting of materials and books up to 25 pounds and frequent lifting up to 75 lbs.

Additional information such as driver license and social security number will be required to complete a background check.

**\*\*Due to the nature of working with children, we do not accept court ordered volunteers\*\***

**CONVICTIONS:** *I understand that if I am offered a conditional volunteer assignment, I may be required to provide information about my criminal conviction history as an adult (age 18 and older). Convictions are evaluated in a manner consistent with California law and are not necessarily disqualifying.*

I Understand

***I hereby certify that all statements made on this application are true and complete. (Applicants under 18 require parent/guardian signature)***

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Branch Manager/Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_