



VOLUNTEER APPLICATION

All applicants are screened for background, experience levels and skills. Positions are filled according to the needs of the Library.

Personal Information

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Telephone _____ Cell Phone _____

E-mail Address _____

Interest & Availability

What interests you about volunteering at the Library? _____

Type of work desired: _____

Location: Main Branch Burbank Riverton Annex

Hours per week: _____ Days available? Mon Tues Wed Thurs Fri Sat

When will you be available to start? _____

Volunteer task and activities require a variety of capacities – physical, social, intellectual, etc. Please let us know if you need any accommodations or assistance in these areas. Yes No

Education

Please check highest level of education completed:

Elementary Middle School High School College Graduate School

Name of school if a current student

Please list any degrees

Work History*(Start with most recent or current employer) Alternatively, please attach a resume*

Employer		Position		Dates of Employment	
Brief description of duties:					
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Brief description of duties:					

Background

Have you ever a) been convicted of a crime, other than a minor traffic offense; or b) ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation for any crime other than a minor traffic offense?

 Yes No

If yes, please explain:

Note: Conviction of a crime is not an automatic bar to employment by the company.

References

Full Name		Relationship	
Phone		Email	
Full Name		Relationship	
Phone		Email	
Full Name		Relationship	
Phone		Email	

Skills/Experience

- Previous library work Data entry Word processing Storytelling
- Arts & Crafts Editing Electronic resources Community events
- Mailings Desktop Publishing/Graphic Design Sorting/Organizing/Cleaning
- Knowledge of/ prior work with historical materials General office work: answering phones, photocopying
- Knowledge of AV equipment Languages other than English: _____
- Other: _____

Additional Information

List significant experience such as volunteer, military, civic, training, personal interests, talents or other life experiences not included elsewhere.

Reading interests:

Is there anything else you would like us to know?

I attest that the foregoing questions have been answered truthfully to the best of my knowledge and belief.

Signed: _____ Date: _____

I, _____, hereby acknowledge and give permission for my
(Print name of Parent/Legal Guardian)

son/ daughter, _____, to volunteer at the Portland Public Library,
(Print name of Youth Volunteer)

Signed: _____ Date: _____