

WINDSOR LOCKS PUBLIC LIBRARY ADULT VOLUNTEER APPLICATION

DATE: _____

Name: _____

Address: _____

Phone: _____ E-mail: _____

Highest Level of Education attained: _____

Most Recent Employment: _____

REASON FOR VOLUNTEERING? ___Class** ___Court Order/Legal** ___Other

**Number of Hours Needed: _____ By what date? _____

Hours that you might be available to volunteer:

Day	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
Time						

Please check below to indicate any library volunteer tasks that would interest you. We cannot guarantee that opportunities will be available, but we will retain your application for approximately 6 months and contact you for an interview if appropriate work is available. Court-ordered workers are usually limited to custodial tasks.

- Shelving books or DVDS
- Straightening and maintaining shelves / checking materials for correct order on shelves
- Clerical work (typing, filing, organizing)
- Indoor cleaning (dusting, sweeping, washing tables, chairs, and windows)
- Outdoor work (weeding, raking, cleaning outside windows and doors)
- Assisting people with computers and technology
- Helping at library events and programs
- Decorating or preparing craft supplies for children's programs
- Book sale sorting and set-up
- DVD and CD cleaning

Other Volunteer Experience: _____

What additional skills and interests might make you a good fit as a library volunteer?

Education _____

Employment _____

Hobbies _____

Interests _____

Computer Skills _____

Community Involvement _____

Clubs & Organizations _____

Other _____

In case of emergency contact (Please print):

Name: _____ Phone: _____

Relationship: _____

Address: _____

I understand that library volunteers are selected based on availability of work and appropriate skills and experience. If I am selected as a library volunteer I agree to adhere to appropriate standards of behavior and appearance while working in and around the library.

Signature of applicant: _____