



Volunteer Services Program ♦ 113 W. Beauregard ♦ San Angelo, TX 76903 ♦ 325-655-7321

## Volunteer Application for Adults

*If you are under 18 years old, please complete the Volunteers Application for High School Students*

### Personal Information

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Gender:  Male  Female

### Emergency Contact

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

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

### Employment and Volunteer Information

Employment Status:  Employed  Retired  Student  Unemployed  Homemaker

Current Employer & Position: \_\_\_\_\_

Employment History (past 5 years- use back of page if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

Hobbies and Skills: \_\_\_\_\_

Highest Level of Education:  High School  Vocational /Tech  Undergraduate  Graduate

### Knowledge of Foreign Languages

please indicate your skill level as follows: B=Basic I=Intermediate F=Fluent

| Language | Speak | Read | Write |
|----------|-------|------|-------|
|          |       |      |       |
|          |       |      |       |
|          |       |      |       |

**Volunteer Service Interests-** please check which areas you would be interested in volunteering for. We will do our best to place you in the areas you prefer, but cannot guarantee placement.

- |   |  |
|---|--|
| <input type="checkbox"/> PALS Program- Delivering books to homebound patrons and visiting with them | <input type="checkbox"/> Assist with children's programming  |
| <input type="checkbox"/> Main Library Welcome Desk Volunteer  | <input type="checkbox"/> Assist with Young Adult programming   |
| <input type="checkbox"/> Teach or assist in computer classes  | <input type="checkbox"/> Help with the processing and cleaning of books, and assist technical services |
| <input type="checkbox"/> Help shelve books / keep shelves in order                                  | <input type="checkbox"/> Be a library page, assist staff as needed                                     |
| <input type="checkbox"/> Load carts, and help with circulation duties                               | <input type="checkbox"/> Assist the Tom Green County Friends of the Library                            |

**Your Availability** - Please indicate which days and what time you are available.

Monday \_\_\_\_\_ Thursday \_\_\_\_\_  
Tuesday \_\_\_\_\_ Friday \_\_\_\_\_  
Wednesday \_\_\_\_\_ Saturday \_\_\_\_\_

Where would you like to be assigned?  Main Branch  West Branch  North Branch

How long do you plan to serve as a volunteer? \_\_\_\_\_

Within the past 10 years, have you been convicted of a crime?  Yes  No

If YES, please state the date, place and nature of the offense(s). *Volunteer applicants must consent to a criminal history check by the Texas State Patrol*

\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Expectations and Confidentiality Agreement**

I have read and understand the Library Confidentiality Agreement and what is expected of me as a volunteer. I will abide by the volunteer handbook, and must be able to perform the duties of the job described effectively. If I cannot perform my duties effectively, or have breached the confidentiality agreement, then I will be asked to leave the Library Volunteer Services Program.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

|   |                    |
|---|--------------------|
| <p><b>For Library Staff Use</b></p> <p><b>Placement:</b> Location: _____ Position: _____ Date: _____</p> <p><b>Supervisor:</b> _____</p> <p><b>Comments:</b> _____</p> <p><b>Date resigned:</b> _____</p> | <p>Page 2 of 2</p> |
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