



**VOLUNTEER WORK APPLICATION**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 In case of emergency, contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Library location preferred:  Dale  Chrisney

**I am interested in volunteering:** (check all that apply)

\_\_\_\_\_ Occasional special event \_\_\_\_\_ Regularly each week for \_\_\_\_\_ hours  
 \_\_\_\_\_ Weekends only \_\_\_\_\_ Weekday mornings  
 \_\_\_\_\_ Summers only \_\_\_\_\_ Weekday afternoons  
 \_\_\_\_\_ September – June only \_\_\_\_\_ Weekday evenings

**Age Category** (Please check the category closest to your age)

\_\_\_ \*12-17    \_\_\_ 18-29    \_\_\_ 30-54    \_\_\_ 55-64    \_\_\_ 65+

**Highest level of education**

\_\_\_\_\_ Jr. High School    \_\_\_\_\_ High School/GED    \_\_\_\_\_ Undergraduate Degree  
 \_\_\_\_\_ Graduate Degree    \_\_\_\_\_ Post Graduate Degree    \_\_\_\_\_ Other

**Please summarize special skills and qualifications** you have acquired through employment, education or volunteering as well as any hobbies, sports, etc. \_\_\_\_\_

**Why are you interested in volunteering with the Lincoln Heritage Public Library?** \_\_\_\_\_

**Area(s) of volunteering that interest you:**

\_\_\_\_\_ Shelving and organizing materials    \_\_\_\_\_ Clerical  
 \_\_\_\_\_ Helping with children's programs    \_\_\_\_\_ Making craft materials for programs  
 \_\_\_\_\_ Helping with Summer Reading    \_\_\_\_\_ Cleaning Books, DVD's, Audio cassettes

**What do you hope to accomplish through your volunteer service?**

\_\_\_\_\_ Required Community Service    \_\_\_\_\_ MLIS practicum assignment  
 \_\_\_\_\_ Build work skills & experience    \_\_\_\_\_ Fulfill high school graduation requirements  
 \_\_\_\_\_ Other \_\_\_\_\_    \_\_\_\_\_ Unpaid internship

**How did you learn about the library's volunteer opportunities?**

\_\_\_\_\_ Friend    \_\_\_\_\_ Family member    \_\_\_\_\_ A library volunteer  
 \_\_\_\_\_ Library website    \_\_\_\_\_ Library staff    \_\_\_\_\_ Newspaper  
 \_\_\_\_\_ Other \_\_\_\_\_

\*Applicants under the age of 18 yrs. require the signature of a parent or legal guardian along with the applicant's signature.

**Please describe any physical limitations** that could prohibit you from activities such as: bending, stretching, climbing on step stools, carrying bags of books, or sitting for long periods: \_\_\_\_\_

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**Employment/Volunteer History** (Please list your most recent employment and/or volunteer activities first)

**Employer/Volunteer Agency** \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Position/Assignment \_\_\_\_\_ May we contact them? \_\_\_\_\_ Yes \_\_\_\_\_ No

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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Address \_\_\_\_\_

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**Please use the space below to tell us what volunteering means to you and how your experiences have supported that.**

**References** (Non-household references are required)

**Name** \_\_\_\_\_ Phone Number \_\_\_\_\_  
Number of years you have known this person \_\_\_\_\_  
How do you know this person (i.e., co-worker, school, etc.) \_\_\_\_\_

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Number of years you have known this person \_\_\_\_\_  
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Number of years you have known this person \_\_\_\_\_  
How do you know this person (i.e., co-worker, school, etc.) \_\_\_\_\_

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**Have you ever been an employee or a volunteer with the Lincoln Heritage Public Library?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**If you answered yes, please tell us what location and when you worked or served as a volunteer.**

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**Volunteer Application Agreement and Understanding Statement**

In order to ensure the safety of the LHPL staff members, patrons and other volunteers, the LHPL will conduct a criminal background check for specified volunteer positions as part of the in-take process. Criminal background checks are completed at the Library's expense and are conducted in compliance with the Fair Credit Reporting Act.

I understand and agree that the LHPL may investigate any information that I furnish in association with this volunteer application and perform whatever background investigation the LHPL deems appropriate. Any misrepresentation on this form can be cause for withdrawal of any offer or termination of a volunteer arrangement.

If I become a volunteer at the LHPL, I understand that it is for no definite period of time. I understand that I will not be paid for my services as a volunteer and I expect no compensation.

If offered a volunteer position I agree to comply with all lawful rules, policies, standards and guidelines of the LHPL.

**\*Applicants under the age of 18 yrs. require the signature of a parent or legal guardian along with the applicant's signature.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

**Parent/Legal Guardian**

I \_\_\_\_\_ give permission for my minor child to volunteer at the Lincoln Heritage Public Library if they are selected. I have read the qualifications, duties and time requirements for volunteering at the Library and will assist my minor child in keeping their commitment if they are selected. I understand that submission of this application is not a guarantee that my minor child will be selected, and that hours are assigned on a first come, first-served basis.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Lincoln Heritage Public Library Volunteer Skills/Interest Inventory

Name \_\_\_\_\_

Phone \_\_\_\_\_

**Art/Graphics/Crafts**

- \_\_\_\_\_ Art Design
- \_\_\_\_\_ Art exhibits/fair
- \_\_\_\_\_ Calligraphy
- \_\_\_\_\_ Craft
- \_\_\_\_\_ Cartooning
- \_\_\_\_\_ Display/bulletin boards
- \_\_\_\_\_ Graphics
- \_\_\_\_\_ Photography/video

**Clerical/Office Work**

- \_\_\_\_\_ Answering phones
- \_\_\_\_\_ Clerical/office work
- \_\_\_\_\_ Filing
- \_\_\_\_\_ Photocopying
- \_\_\_\_\_ Record keeping
- \_\_\_\_\_ Telephoning

**Communications/Information**

- \_\_\_\_\_ Brochure/newsletter
- \_\_\_\_\_ Editing
- \_\_\_\_\_ Public speaking
- \_\_\_\_\_ Writing
- \_\_\_\_\_ Mailings

**Program Support**

- \_\_\_\_\_ Book discussion group leader
- \_\_\_\_\_ Clown/mime/juggler
- \_\_\_\_\_ Drama/theater arts
- \_\_\_\_\_ Music
- \_\_\_\_\_ Type: \_\_\_\_\_
- \_\_\_\_\_ Instrument(s): \_\_\_\_\_
- \_\_\_\_\_ Organize special events
- \_\_\_\_\_ Present educational programs
- \_\_\_\_\_ Topic(s): \_\_\_\_\_
- \_\_\_\_\_ Storytelling
- \_\_\_\_\_ Travel experience
- \_\_\_\_\_ Family Fun Fest/Kids First
- \_\_\_\_\_ Summer Reading Program

**General Library Work**

- \_\_\_\_\_ Shelf Reading
- \_\_\_\_\_ Creating book list

**Library Research**

- \_\_\_\_\_ Archives/manuscripts
- \_\_\_\_\_ Creating book list
- \_\_\_\_\_ Genealogy
- \_\_\_\_\_ Local History
- \_\_\_\_\_ Opinion Surveys/polling
- \_\_\_\_\_ Oral History

**Hobbies/Interests**

- \_\_\_\_\_ Carpentry
- \_\_\_\_\_ Handyman skills
- \_\_\_\_\_ Indoor plant care
- \_\_\_\_\_ Outdoor plant care
- \_\_\_\_\_ Sewing
- \_\_\_\_\_ Upholstery

**Outreach Services**

- \_\_\_\_\_ Book sales

**Computer Skills**

- \_\_\_\_\_ Database searches
- \_\_\_\_\_ Data entry
- \_\_\_\_\_ Internet Assistance
- \_\_\_\_\_ E-mail
- \_\_\_\_\_ Desktop publishing
- \_\_\_\_\_ Spreadsheet experience
- \_\_\_\_\_ Word Processing

Describe software you are familiar with: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

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