

Auburn Public Library

Volunteer Application Form

Name: _____

Address: _____

Phone No.: _____

E-Mail address: _____

Emergency Contact Name: _____

Relationship: _____

Emergency Contact Home Phone _____ Work Phone _____

Number of hours available: _____ per Month or per Week (please circle one)

Please circle your preference(s):

10 a.m. - 12 noon	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
12 noon - 5 p.m.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
5 p.m. - 8 p.m.	Mon			Thurs.		

Do you have any physical limitations restricting your volunteer activities? If so, what?

Why would you like to volunteer? (please check one)

<input type="checkbox"/> Personal wish	<input type="checkbox"/> Court-ordered community service
<input type="checkbox"/> School requirement	<input type="checkbox"/> Service organization requirement

If service is required, how many hours are needed to fulfill this requirement? _____

And what is the date by which the service must be completed? _____

Continued>>>

Please read the following information and sign below:

Information Release: *I hereby authorize the release of the following information to a bona fide representative of the Auburn Public Library. I also realize that persons other than those listed as references may be contacted for job-related and personal character references, and I authorize background checks which could include*

- Complete record of credit information
- Security and/or criminal clearance checks
- Motor Vehicle Registration
- Driver's License number and state from which license was obtained

References other than Relatives (this section must be completed for those working with children and teens):

Name: _____

Address: _____

Phone No.: _____

Name: _____

Address: _____

Phone No.: _____

In connection with my voluntary involvement in activities undertaken for, and with the participation and support of the Auburn Public Library, I hereby agree, for myself, my heirs, assigns, executors, and administrators to release, discharge, and hold harmless the City of Auburn and the Auburn Public Library, Inc., and Board of Trustees, its employees, agents, and volunteers from all claims, demands, actions or any cause for suit arising from injuries sustained to my person and/or property as a result of my involvement in such activities, whether or not resulting from negligence. I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk, and that I have read the foregoing terms and conditions of this release. In addition, I agree to keep confidential any patron information or Library records I may encounter. I understand that the Auburn Public Library does not provide medical coverage or other employee benefits for volunteers. My signature gives the Auburn Public Library permission to check the references listed above. If qualified for library service, I agree to abide by the rules and regulations of the Auburn Public Library.

Signature: _____

Date: _____

Auburn Public Library
Parental Permission Form
For Volunteer Applicants Aged 10 and Under

The Auburn Public Library is happy to provide your child with a positive volunteer experience. Because of library staff workloads, staff members cannot take responsibility for our young volunteers should they leave their volunteer work assignment or the library's facility. It is our policy that a parent or legal guardian must remain in the library and work with volunteers under the age of 10 during their volunteer shift.

Volunteer's Name: _____

Date of Birth: _____

Parent or Legal Guardian's Name (Printed): _____

Relationship to Applicant if Other than Parent: _____

Parent or Legal Guardian's Signature: _____

Volunteer Interest/Skill Inventory

Please check off which skills you would be interested in contributing as a library volunteer:

Arts/Graphics/Crafts:

- ☐ Art design
- ☐ Art exhibits/fairs
- ☐ Calligraphy
- ☐ Crafts
- ☐ Displays/bulletin boards
- ☐ Graphics
- ☐ Photography

Clerical/Office Work:

- ☐ Answering phones
- ☐ Filing
- ☐ Photocopying
- ☐ Record keeping
- ☐ Telephoning

Communications/Information:

- ☐ Design and layout of brochures and newsletters
- ☐ Editing
- ☐ Writing
- ☐ Public speaking

Program Support:

- ☐ Book discussion group leader
- ☐ Clown/mime/juggler
- ☐ Drama/theater arts
- ☐ Music
 - Type _____
 - Instruments _____
- ☐ Organize special events
- ☐ Present educational programs
 - Topic _____
 - Target Audience _____
- ☐ Story telling

General Library Work:

- ☐ Straightening shelves
- ☐ Dusting shelves

Library Research:

- ☐ Genealogy
- ☐ Local history
- ☐ Opinion surveys/polling

Hobbies/Interests:

- ☐ Baking
- ☐ Gardening
- ☐ Handyman skills
- ☐ Sewing
- ☐ Other:

Outreach Services:

- ☐ Book sales
- ☐ Book store
- ☐ Delivering books to senior housing complexes

Computer Skills:

- ☐ Data entry
 - ☐ Desktop publishing
 - ☐ Spreadsheet experience
 - ☐ Word processing
 - What software? _____
- _____

Other Skills/Interests:

