

VOLUNTEER APPLICATION

APPLICANT INFORMATION						
Last Name		First Name		M.I.	Date	
Street Address				Apartment/Unit #		
City		State		ZIP		
Phone <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work			Alternate Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work			
Date of Birth		E-mail Address				
Date Available to Start			Last Date Available:			
Would you be able to commit to six months of regular volunteer service? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain:						
I am applying to volunteer at Wells Branch Community Library because I was ordered by the court to do so. Yes <input type="checkbox"/> No <input type="checkbox"/>						
If yes, what was the nature of the conviction? (Please explain)			Details:			
May we perform a criminal background check on you? Yes <input type="checkbox"/> No <input type="checkbox"/> Have you worked at this library before? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Will you need your need your hours documented? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please include copy of form to be completed by WBCL staff member.)						
EMERGENCY CONTACT						
Name:						
Phone () <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work				Relationship		
PREVIOUS EMPLOYMENT EXPERIENCE (AT THIS LIBRARY OR ELSEWHERE)						
TELL US WHY YOU WANT TO VOLUNTEER AT WELLS BRANCH COMMUNITY LIBRARY:						
WHAT SKILLS, SPECIAL INTERESTS, AND/OR EXPERIENCE WOULD YOU BRING TO A VOLUNTEER POSITION						
APPLICANT SIGNATURE						
Signature					Date	
PLEASE INDICATE YOUR AVAILABILITY – WRITE THE HOURS YOU CAN WORK EACH DAY						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open 10am – 8pm	Open 10am – 8pm	Open 10am – 8pm	Open 10am – 8pm	Open 10am – 6pm	Open 10am – 6pm	Open 1pm – 6pm

For office use only:

Initial Contact:

Interview:

Background check:

Train:

Start:

End:

Able to meet volunteer request

Unable to meet request to volunteer, and reason:

Communications Log

Phone call E-mail
 In Person

Phone call E-mail
 In Person

Phone call E-mail
 In Person

Phone call E-mail
 In Person

Phone call E-mail
 In Person