

**ROXBURY PUBLIC LIBRARY
VOLUNTEER APPLICATION FORM**

DATE: _____

Please check one:

Are you applying for ---

Teen Volunteer Position:

Adult Volunteer Position:

Working w/Adults
 Working w/Children

Name: _____ Phone Number: _____

Alt. Phone Number: _____

Street: _____

City: _____ Zip Code: _____

e-mail address: _____

If Employed: Name of Employer: _____

For Students only: Name of School: _____ Grade: _____

Emergency Contact: _____ Relationship _____

Emergency Contact Phone Number: _____

Please list some of your skills and abilities: _____

What areas of library work interest you: _____

Please give us an overview of your availability:

Total Number of hours available per week: _____

Days available to work (please circle): M T W Th F Sat. Sun.

Summertime Only (please circle): Yes No

(OVER)

Permission for students to volunteer:

_____ has my permission to work as a volunteer at the Roxbury Public Library.

Parent or Guardian's signature

For Volunteers aged 18 or over –Reference Information:

If you are applying for a position where you will be working with the children in the Youth Services Department please provide a reference that is a non-family member----

NAME _____

ADDRESS _____

PHONE NUMBER _____

RELATIONSHIP _____

NOTE: If you are applying for a position where you will be working alone with children, a background check will be required, which will be paid for by the library.

For Staff use only---

Date Contacted- _____

Comments-

Staff Signature _____

Start Date _____ *Dept.* _____

Information For Volunteers

We are very happy that you are thinking of volunteering your time and talents to help the Roxbury Library. To help you prepare for your volunteer experience, there are a few things we would like to tell you about our volunteer program:

1. We try hard to match a volunteer's skills and abilities to the jobs which need to be done. We will try to find something for everyone who submits an application, but it may be that we won't have a suitable job immediately available.
2. Once a volunteer has been matched with a job, and a work schedule set up, we rely on their presence at the scheduled times. If you are not able to come to work, we will expect you to let us know ahead of time.
3. Volunteers may use the staff lounge when they take breaks from work or at meal times. We do ask that you eat and drink only in the staff lounge or in the workroom.
4. Since we try very hard to present a businesslike image to the public, we ask that you not wear blue jeans or shorts to work.
5. There is no smoking anywhere in the building.
6. Once we review your application and a decision is made, we will contact you either way.

If you have any questions about the library or volunteering, please ask.