



VOLUNTEER APPLICATION FORM

DIRECTIONS: Complete each section. Please print clearly. If you are under 18, a parent or guardian's signature is required.

INFORMATION:

First Name: _____ Middle Initial: _____ Last Name: _____

Street Address: _____

City/State: _____ ZIP: _____

Phone Number: _____

Email: _____

Date of Birth: ____/____/____

EDUCATION:

Highest Level Completed: _____ Areas of Specialty: _____

EMPLOYEMENT:

Are you currently employed? Yes _____ No _____

Most Recent Employer: _____

Occupation/Title: _____

Duties: _____

EMERGENCY CONTACTS:

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

VOLUNTEER EXPERIENCE: Have you had previous volunteer experience? Yes _____ No _____

If so, where and what were your tasks?

VOLUNTEER INTERESTS:

Do you have any physical limitations which we need to accommodate?

REFERENCES: Please list two non-familial references in the space provided below:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

SWORN DISCLOSURE STATEMENT - A conviction record will not necessarily be cause for disqualification.

1. Have you ever been convicted of a crime, other than a traffic violation? ____ Yes ____ No

If yes, please state the offense, date, location, and sentence (a conviction record will not necessarily be cause for disqualification):

2. Have you ever been subject of a founded complaint of child abuse or neglect within or outside the state of Indiana?

____ Yes ____ No If yes or pending, specify state, or other location: _____

PLEASE SIGN BELOW WHEN YOU HAVE READ AND UNDERSTOOD THIS STATEMENT.

The Waterloo Grant Township Public Library maintains an equal opportunity workplace. Like staff, volunteers are chosen and dismissed based on competence and job performance without regard to race, gender, color, national origin, age, religion, disability, veteran status, marital status, or other non-merit-based factors. Volunteers under the age of 18 must have parental approval and cannot work more than four (4) hours per day. Generally, the Library will not accept volunteers under the age of 14.

Volunteers are expected to conduct themselves as if employed by the library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the library. The Waterloo Grant Township Public Library does not provide any medical, health, accident, or worker's compensation benefits for any volunteer.

I hereby authorize the verification of all necessary and pertinent information related to this volunteer position, including checking references and criminal background checks, with the understanding that all of this information will be kept confidential by the Waterloo Grant Township Public Library. I certify that my answers to the preceding questions are true and complete and that I have not knowingly withheld any information that might, if disclosed, affect my selection as a volunteer unfavorably. I understand that any misrepresentation or omission of facts on this application may be cause for non-selection or later dismissal.

I am volunteering my time for personal reasons. I understand that I will not be paid for my services as a volunteer and I expect no compensation.

Applicant's Signature: _____ Date: _____

My son or daughter has my permission to volunteer at the Waterloo Grant Township Public Library.

Parent/Guardian's Signature: _____ Date: _____

(Required if applicant is under 18)