



Date Received: \_\_\_\_\_

# Volunteer Application

Position Sought \_\_\_\_\_ Branch \_\_\_\_\_

## Personal Information

Name:		
Address:		
City:	State:	Zip:
Primary Phone:	Alternate Phone:	
Email Address:		

## Select type of position:

Summer Only (ages 13+)     
  Long-term Teen (ages 14+)     
  Long-term Adult

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Anytime						
Morning						
Afternoon						
Evening						

Number of preferred hours per week : \_\_\_\_\_

References – Please provide the names and numbers of non-relatives who know about your abilities. Students: This can be a teacher, coach or boss. You may also attach a resume.

Name	Email	Daytime Phone #	Relationship
1.			
2.			
3.			

## Volunteer Skills and Interest Checklist

Interest – Tell us why you are interested in volunteering with the library and why you are interested in this position.

**Experience – Tell us about your education, including degrees/trainings and provide a brief summary of your previous work/volunteer experience.**

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**Please check all that apply**

<input type="checkbox"/> I prefer to interact with people	<input type="checkbox"/> I work well independently
<input type="checkbox"/> I prefer to work alone	<input type="checkbox"/> I'm good at building and fixing things
<input type="checkbox"/> I prefer to do active jobs and stay moving	<input type="checkbox"/> I prefer to sit and work quietly
<input type="checkbox"/> I have good telephone skills	<input type="checkbox"/> I have strong organization skills
<input type="checkbox"/> I'm comfortable using computers	<input type="checkbox"/> I have strong clerical skills
<input type="checkbox"/> I like arts and crafts	<input type="checkbox"/> I like working with children

**Please list some of your hobbies and interests**

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**Please check all computer skills that apply**

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel
<input type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> Microsoft Access
<input type="checkbox"/> Fast and accurate typist	<input type="checkbox"/> Webpage design
<input type="checkbox"/> Digital photography	<input type="checkbox"/> Digital image editing
<input type="checkbox"/> Other computer skills (list below)	<input type="checkbox"/> Social Media (list)
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Certification**

**I certify that the information given in this application is true and correct to the best of my knowledge. I understand false information given on this application is sufficient for my dismissal. I understand that I must be able to pass a background check in order to volunteer at Calvert Library.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date