



## VOLUNTEER APPLICATION

\*Court-ordered community service volunteers cannot be accepted.

Please print legibly:

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS \_\_\_\_\_  
(Street) (City) (Zip)

PHONE (Daytime) \_\_\_\_\_ PHONE (Evening) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

EDUCATION \_\_\_\_\_

If you are a student, please complete the following:

School: _____ Grade _____
Age (if under 18) _____
*Community Service fulfillment for school: _____ Yes _____ No
If yes, number of hours needed _____ Date must be completed _____
*Students from Dearborn schools only; Must have counselor's signature.

WORK EXPERIENCE \_\_\_\_\_

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REFERENCES (Please provide the name of a professional, educational or character reference)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

VOLUNTEER EXPERIENCE \_\_\_\_\_

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ARE THERE ANY PHYSICAL LIMITATIONS THAT WOULD RESTRICT YOUR VOLUNTEER ACTIVITIES? \_\_\_\_\_

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WHY ARE YOU INTERESTED IN VOLUNTEERING AT THE LIBRARY?

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INDICATE WHICH JOBS ARE OF MOST INTEREST TO YOU

- Put shelves in order (alphabetically or by Dewey classification)
- Re-shelve returned library material
- Help with children's programs
- Assist with home-school groups
- Clean, re-jacket library books
- Check and clean audio visual material
- Assist with reports (requires checking the shelves for material)
- Clean computers - screens and keyboards
- English as a Second Language (ESL) Conversation Circle
- Assist with Friends of the Library-Dearborn (FOLD) book sale

AT WHICH LIBRARY DO YOU WANT TO VOLUNTEER? (can check more than one)

- HFCL     Bryant     Esper

TIME SLOTS YOU ARE AVAILABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ANY ADDITIONAL INFORMATION ABOUT YOUR AVAILABILITY THAT YOU  
WOULD LIKE US TO KNOW \_\_\_\_\_

ANY ADDITIONAL INFORMATION ABOUT YOU THAT YOU WOULD LIKE US TO  
KNOW \_\_\_\_\_

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The library will use the personal information you provide solely to assist us in finding the best volunteer position for you.

To promote a safe work environment for patrons, staff, and volunteers, criminal background checks will be required of all potential volunteers ages 18 and over. For this reason, please answer the following questions.

SEX: Female  Male

BIRTHDATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

RACE/ETHNIC GROUP: White (Non-Hispanic)  Black (Non-Hispanic)   
Hispanic  Asian or Pacific Islander  Amer. Indian or Alaskan   
Arab  Other

Volunteer Orientation Video: I have viewed the Volunteer Orientation DVD or video link from the Dearborn Public Library Homepage and accept the policies and provisions set forth in the volunteer orientation presentation. Check the appropriate box below.

I accept

I decline

**VOLUNTEER AGREEMENT** (Agreement is not finalized until signature is present)

My signature certifies that the information provided above is accurate and authorizes the Dearborn Public Library to verify any of the information and secure information from personal references. I understand that as a volunteer I am not entitled to monetary compensation for the work that I perform or be entitled to worker's compensation or group benefits in the event of injury. The Dearborn Public Library reserves the right to evaluate volunteer performance and the right to terminate services should responsibilities not be fulfilled satisfactorily.

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature of parent or guardian \_\_\_\_\_

(Required if applicant is under age 18)

Print Name of Parent/Guardian \_\_\_\_\_

*For Dearborn School Community Service*

Print Counselor's Name \_\_\_\_\_

Counselor's Phone Number \_\_\_\_\_

Signature of Counselor \_\_\_\_\_

Date \_\_\_\_\_

The Dearborn Public Library cannot accommodate all volunteer requests. Volunteer opportunities are available on a limited basis.

After you submit your application, please allow 3 weeks for processing. You will be contacted by a volunteer coordinator. Please make sure your contact information is legible.