



## Jones Library System Volunteer Application

Please complete this form to be considered for a volunteer position. You will be contacted if a potential opportunity becomes available. Following a brief interview with one of the library's professional staff, approved volunteers are matched with appropriate projects for a specified length of time.

Volunteers receive the respect and courtesy given to regular staff, a general orientation to library operations, and training in specific procedures. Acceptance in a volunteer position does not commit the Jones Library or its branch libraries to future employment of any individual.

ESL tutors are supervised by the ESL coordinator and are interviewed, trained and assigned by the coordinator. Trainings are offered twice/year – autumn and spring.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

### Emergency Contact

Name

Address

Phone

### Reference

Name

Address

Phone

Relationship to you

What days and times are you available to volunteer?

How often do you want to volunteer? (circle)

Weekly    Multiple times/week    Monthly    Year round    Summers Only

Work Experience:

Education (circle highest level)

High School                      Technical School

Some College

College degree or professional training

Previous library work? Please elaborate:

(over)

**Interests, skills (include knowledge of languages):**

Check off the potential tasks that interest you:

- Fundraising
- Working with Special Collections/Archives
- Communications/design work
- Book shelving
- Gardening/yard work
- Cleaning/maintenance
- Clerical work (please specify computer skills)
- Homebound delivery (your car needed)
- Book processing/mending

**Sponsoring agency, if any:** \_\_\_\_\_

**If court ordered community service - number of hours and date must be completed:** \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Interviewed by:

Assignment made:

Supervisor:

Hours assigned?

Start date:

End date: