

**APPENDIX C
SAMPLE LIBRARY VOLUNTEER APPLICATION FORM**

General Information

Name: _____

Address: _____ Phone number: _____

Skills, Experience, Interests

Present/previous employment, community or volunteer involvement:

Other skills, experience and special interests:

In which area would you like to volunteer? (check all areas of interest)

- Fundraising
- Outreach services (e.g. books-by-mail/talking book service, home library service, book deposit services)
- Library programs
- Local history projects
- Circulation (e.g. shelving, shelf reading, retrieving materials)
- Collections (e.g. mending, cleaning, inspecting books or audiovisual materials; relocation projects; inventory projects)
- Donations (e.g. sorting books and pricing for book sales)
- Translation services (languages other than English or French)

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- Mail pickup and delivery
- Gardening / grounds keeping
- Recovery assistance (e.g. fire, flood)
- Other, please specify: _____

Availability

I am interested in volunteering

- On site
- From home

If you would like to volunteer on site, please indicate your availability, including the time of day

- | | |
|--|---|
| <input type="checkbox"/> Monday _____ | <input type="checkbox"/> Thursday _____ |
| <input type="checkbox"/> Tuesday _____ | <input type="checkbox"/> Friday _____ |
| <input type="checkbox"/> Wednesday _____ | <input type="checkbox"/> Saturday _____ |

Why are you interested in volunteering?

What do you hope to gain from your volunteer experience here?

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We require that volunteers aged 18 and older who are assigned tasks in a library or will be in regular and direct contact with vulnerable people (e.g. children, persons with disabilities, elderly) or may have the opportunity to be in contact with vulnerable people as part of their volunteer assignment(s), provide a criminal record check. Do you consent to obtaining a criminal record check if it is required for your assignment?

Yes No

We also require two references for volunteers who are assigned tasks in a library; who will be in regular and direct contact with vulnerable people; or may have the opportunity to be in contact with vulnerable people as part of their volunteer assignment(s). Can you provide two references if it is required for your assignment?

Yes No

Parental Acknowledgement (for volunteers between the ages of 12 and 15 years of age)

I acknowledge that my son/daughter _____ has applied to volunteer at the XX Library, and I support this application.

Name of Parent/Legal Guardian (please print): _____

Signature of Parent/Legal Guardian: _____

Date: _____

Applicant Signature: _____

Date: _____

Please submit this form to the Library Manager / Director.