



Cedar Mill
Community Libraries



2nd edition
resale
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Volunteer Application

Please return completed form to Cedar Mill Community Library, the Library @ Bethany, or 2nd Edition Resale Shop. Incomplete applications will not be accepted.

Personal Information

First name: _____ Last name: _____

Street address: _____ City _____ Zip: _____

Daytime phone: _____ Email: _____

Date of birth: _____

Demographic Information (optional)

Gender: M ___ F ___ Language fluency (other than English): _____

Emergency Contact Information Please list a person we can call in case of emergency.

First name: _____ Last name: _____

Daytime phone: _____ Relationship: _____

Educational Background Information

High school diploma or GED? ___ Yes ___ No

If no, what was the last grade completed? _____ School name: _____

Undergraduate/Graduate Studies Are you currently enrolled? ___ Yes ___ No

Name of college or university: _____

Field of study: _____ Degree received? ___ Yes ___ No

Professional Background Information

Currently employed? ___ Yes ___ No

If yes, where? _____ Job title: _____

Retired? ___ Yes ___ No If yes, where did you retire from? _____

Reference

Please provide contact information for a reference (e.g. teacher or supervisor—no relatives, please.)

Name: _____ Phone _____

Location Where do you want to volunteer? ___ Cedar Mill Library ___ Library @ Bethany ___ 2nd Edition

Reason for volunteering Why are you interested in volunteering? Check any that apply:

___ community involvement ___ work experience ___ earn service hours ___ college applications

You could volunteer many places; why did you choose the library or 2nd Edition?

Skills, interests and experience Tell us about relevant strengths, skills, training or experience you bring to volunteering.

Volunteer experience Please describe prior volunteer experience, including duties and dates of service.

Background Information

Are you required to perform service hours? Yes No

Number of hours required: _____ Date to be completed: _____

Have you previously been convicted of a crime? Yes No

If yes, list the police agency, charges, date of arrest and disposition of case: _____

Availability Most volunteer jobs require a commitment to a two- or three-hour weekly shift for at least six months. How long are you willing to commit to volunteering?

six months 9 months 1 year ongoing Summer Only (apply 4/1-5/20)

Summer Reading Program: use separate application, available April 1

When are you available to volunteer? Check all that apply.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
morning							
afternoon							
evening	closed						closed

Cedar Mill Community Library Volunteer Services compares the skills and availability of applicants to those needed to fulfill volunteer positions. Placement of volunteers is based on the recommendation of the volunteer staff and supervisors and the willingness and ability of the applicant to perform the required duties.

Volunteer agreement – age 18 and older

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any misrepresentation or material omission on the application will result in my being eliminated from further consideration. I also understand that, if I am accepted, any misrepresentation on my application or in an interview that becomes known to Cedar Mill Community Library Association may result in my immediate dismissal. I agree to work within my assigned areas of responsibility without any monetary compensation and I will follow the lawful directions of my assigned supervisor. I understand that my position can be terminated at any time, at the discretion of CMCLA or myself. I agree to follow and be bound by all CMCLA policies and procedures, and I also understand that I will represent and support the Association in a positive manner.

I acknowledge that any photograph or video taken of me participating in a volunteer activity may be used for outreach, education or documentation purposes by the Cedar Mill Community Libraries.

I AGREE TO THE TERMS GIVEN ABOVE.

Signature: _____ Date: _____

Volunteer agreement – under age 18

If applicant is under 18 years of age, parent/guardian permission is required.

I verify that I am a parent or guardian of the participant and I give my permission for this person to participate as a library volunteer, and we agree to the terms above. I acknowledge that any photo or video taken of my child/ward participating in a volunteer activity may be used for outreach, education or documentation purposed by the Cedar Mill Community Library Association.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian name (please print) _____ Phone: _____

Applicant signature: _____ Date: _____