

VOLUNTEER APPLICATION

■ PERSONAL INFORMATION

Name _____ Email _____
Address _____ Apt. # _____
City _____ State _____ Zip Code _____
Telephone (Day) _____ Telephone (Evening) _____

You must be at least 12 years of age to volunteer. Volunteers under 18 years of age must have a parent/guardian complete the consent section on the reverse side of this application.

Are you over 18 years old? Yes No

In case of emergency, notify _____
Telephone _____ Relationship _____

■ OCCUPATION AND/OR EDUCATION

Circle highest grade completed 6 7 8 9 10 11 12 College (years or degrees completed) _____
Current Employer and Position _____
Are you a student? Yes No If yes, what is your grade point average? _____
Which school do you attend? _____

■ VOLUNTEER INTERESTS

Why do you want to volunteer? _____

At which library would you like to volunteer?
(Please list your first and second choices. We will make every effort to match you with your first choice.)

1. _____ 2. _____

For each day, indicate times you are available to complete a **two- or three-hour shift**:

Mon: ___ to ___ Tue: ___ to ___ Wed: ___ to ___ Thu: ___ to ___ Fri: ___ to ___ Sat: ___ to ___ Sun: ___ to ___

Please check the volunteer assignments that interest you:

- | | | |
|---|---|--|
| <input type="checkbox"/> Central Library Welcome Ambassador
(18+ only) | <input type="checkbox"/> School Year Book Buddy
(not available in July and August) | <input type="checkbox"/> Shelf Organizer |
| <input type="checkbox"/> Central Library Program Usher | <input type="checkbox"/> ESOL Conversation Group Leader (18+ only) | <input type="checkbox"/> Computer Coach |
| <input type="checkbox"/> First Five Years Volunteer | <input type="checkbox"/> After-School Homework Helper | |
| <input type="checkbox"/> Reading Troubadour | <input type="checkbox"/> Create an Assignment _____ | |

■ SKILLS

Please check all that you are familiar with:

- PCs Macs Microsoft Word Microsoft Excel Microsoft Access Internet Explorer

What language(s) other than English do you: Speak? _____

Read? _____ Write? _____

What special interests and/or skills do you have that may help us to match you with the best volunteer assignment?

■ **REFERENCE INFORMATION**

Please provide a personal or professional reference. Check one: Personal Professional (e.g., teacher or supervisor)

Name _____ Telephone _____

Have you ever been convicted of a crime that has not been expunged or pardoned, other than a minor traffic violation? Yes No

If yes, please explain _____

Note: A conviction will not necessarily preclude your volunteering. This information will be used only for volunteer-related purposes and only to the extent permitted by applicable law.

I authorize Brooklyn Public Library to make inquiries as to my experience and character, and to certify that all statements made on this application are true.

Your signature indicates that you understand that there is no compensation for volunteer services at Brooklyn Public Library.

Signature _____ Date _____

■ **PARENT/GUARDIAN CONSENT (for volunteers under age 18)**

I give permission for the above applicant to volunteer at Brooklyn Public Library for a maximum of _____ hours per week (three hours minimum). If you need to reach me, my telephone number is _____

Signature of Parent or Guardian

BPL VOLUNTEER SITE SUPERVISOR USE ONLY

Interview Date _____ Interviewed by _____ Recommend for Position? Yes No

Requested Start Date _____ Assignment _____

Following the onsite interview, immediately Interchange or fax (718-230-2215) the volunteer application and signed Volunteer Code of Conduct to Volunteer Resources for review. Volunteer Resources will contact the staff supervisor when the volunteer is cleared to begin service.

Signature of BPL Volunteer Site Supervisor

FOR OFFICE OF VOLUNTEER RESOURCES USE ONLY

Interview Date _____ Interviewed by _____ Referred to _____

Comments _____

BPL Volunteer Code of Conduct Reviewed and Accepted

Volunteer Training Course _____ Date(s) _____

Background Check Cleared Yes or N/A Date _____

Mail to: Volunteer Resources, 10 Grand Army Plaza, Brooklyn, New York 11238-5619