

LARUE COUNTY PUBLIC LIBRARY

Volunteer Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Days Available	Hours Available	
Reason for volunteer hours?			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
Full Name	Relationship
Company	Phone ()
Address	

VOLUNTEER EXPERIENCE	
Company	Dates
Company	Dates

Signature _____ Date _____

Parent's signature if under 18 _____ Date _____

Background checks are required for all volunteers 18 years of age and older, paid by the volunteer.

Volunteers

The Director is authorized by the board to accept volunteers by the same criteria as paid staff. Volunteers will be interviewed and if accepted be assigned to the most appropriate job/task for their particular skills or interests. Volunteers will be expected to adhere to the same standards of conduct, ethics, and commitment to the job as paid staff.

Volunteers will not be accepted if there is no suitable job match when skills, interest, location, and schedule are considered. If there is not a job available, the volunteer will be informed that their application will be kept on file for 1 year and they will be contacted when there is an opening.

Volunteers will be asked to fill out an application form provided by the library. Volunteers must be age 13 or older; those under age 18 must have written permission from a parent or guardian to volunteer for the library. The library will ask for a background check of all volunteers 18 and older. The form authorizing this check should be signed by the volunteer and returned to the Director. Background checks are paid by the volunteer. Volunteering will be contingent on a satisfactory background check. Background checks will be placed in the volunteer's file.

Volunteers will not take the place of paid staff and will provide special, unusual, or supplemental services and will be recruited for specific jobs rather than on a general basis.

All volunteers will be given a brief orientation by the Director. Such orientation shall include expectations of all staff, whether paid or unpaid, in matters of customer service, confidentiality of patron records, and basic rules and regulations of the library.

Volunteers will work under an at-will status and may be discharged with or without cause or notice.