

ROCHESTER PUBLIC LIBRARY VOLUNTEER APPLICATION

NAME _____ Date _____

ADDRESS _____

DATE OF BIRTH: Month ____ Day ____ Year ____

PHONE:  Home: _____  Work: _____

E-MAIL: _____

- ★ How did you hear about volunteering at the library?
- ★ Why are you interested in volunteering at the Library?
- ★ What skills or abilities do you bring to a volunteer position?
- ★ What volunteer positions interest you? Check all that apply?

Working with people:

- Homework Assistance Library Host Clerk – Friends of the Library Bookstore

Working with people and computers:

- Internet Assistants

Working with people and books:

- Homebound Selector Outreach Selector

Working with books and other library materials:

- Sorting – Friends of the Library Bookstore Adopt-a-shelf (shelf reading) Video cleaning

Working with computers:

- Acquisitions Assistant Technical Services Processing Assistant

Working on special projects:

- Custodial Aid Office Support

- ★ What days and times do you prefer? _____

- Regularly scheduled Weekly Bi-weekly "On-call"
 One-time project During school year During summer

Office Use Only:

- | | | |
|---|--|---|
| <input type="checkbox"/> Circulation Services | <input type="checkbox"/> Friend's Bookstore | <input type="checkbox"/> Seasonal/Short-term |
| <input type="checkbox"/> Building | <input type="checkbox"/> Homework Assistance | <input type="checkbox"/> Technical Services |
| <input type="checkbox"/> Children's Services | <input type="checkbox"/> Reference Services | <input type="checkbox"/> Young Adult Services |
| <input type="checkbox"/> Readers Services | <input type="checkbox"/> Office | <input type="checkbox"/> NOTES: |

Volunteer Experience:

Organization: _____ Dates: _____

Kind of work performed: _____

Supervisor: _____ Phone: _____

Work Experience:

Employer: _____ Dates: _____

Employer's Address: _____ Phone: _____

Occupation: _____ Supervisor: _____

Reference:

Name: _____ Phone: _____

Address: _____

Professional Relationship: _____
 Educational/Business

Criminal History Information:

Some volunteer positions at the Rochester Public library require criminal history information. All volunteers need to complete the following questions. You will be notified if further information is required. A conviction does **not** automatically disqualify you from all volunteer positions.

Have you ever been convicted for a violation other than a minor traffic offense?

Yes **No**

If convicted, what was the date and nature of the offense? If needed or there are multiple convictions, please attach an additional page which includes the requested information.

Additional Information:

The information you supply on this form will be used to assess your qualifications for a volunteer position at the Rochester Public Library. You are not legally required to provide this data, but we will not be able to offer a position to you without it. If you receive a volunteer placement, the data you supply will constitute a public record. The data requested is needed to distinguish you from other applicants; to identify you in our employment files; to verify that you are the person who applied for this position; to contact you if additional information is required; to determine if you meet any minimum age requirements; and to determine if any criminal conviction you may have is a job-related consideration affecting your suitability for this position.

SIGNATURE: _____ DATE: _____

RETURN TO: Gail Harris or Marilyn Campbell
Volunteer Coordinators
Rochester Public Library
101 Second Street SE
Rochester, MN 55904
507-328-2341

