



# Volunteer Application

12375 SW 5<sup>th</sup> Street, Beaverton, OR 97005 (503) 644-2197

I am interested in volunteering at:

Main Library

Murray-Scholls Branch

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Birthday (month, day only) \_\_\_\_\_ Email \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_/\_\_\_\_/\_\_\_\_

### Emergency Contact

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**Education:** Last year of school completed (1-12) \_\_\_\_\_ High School Diploma or GED? Yes \_\_\_\_\_ No \_\_\_\_\_

College 1 2 3 4 5+ Degree(s) \_\_\_\_\_

Training or relevant course work \_\_\_\_\_

**Employment:** Current Employer \_\_\_\_\_  Not currently employed

Jobs I have had \_\_\_\_\_

**Do you have any medical conditions your supervisor should be aware of?** \_\_\_\_\_

**Have you ever been convicted of a crime?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give a short explanation outlining the circumstances of your conviction indicating date, nature and place of offense and disposition. (Do not include traffic violations or convictions sealed or annulled by the court) Convictions will not necessarily disqualify you from the volunteer position for which you are applying.

### Reference: List two employers, supervisors, teachers or non-relatives we may contact for a reference

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**What skills, training or knowledge do you wish to share with the Beaverton City Library (attach sheet if needed)?**

**List special interests or hobbies:** \_\_\_\_\_

**Do you fluently speak another language? What Language?** \_\_\_\_\_

**Which volunteer opportunities most interest you? Please check all that apply.**

- Special Events/Projects     
  Computer Assistant   
  Shelf reading/shelving                     
  Teen Library Council  
 Processing Materials     
  Internship                     
  Working with Children                     
  Computer Training  
 Homework Helper             
  Mending                     
  Working with Young Adults                     
  Technical Assistant  
 Library Foundation Board Member             
  Friends of the Library Board Member             
  What are my options

**Time Commitment: Most volunteer positions at the library require an on-going commitment of 3-months or more. Special projects may be available for less than a 3-month commitment. Please tell us how long you would like to commit to a volunteer job.**

- 3 months   
  6 months   
  9 months (a school year)   
  One year   
  On-Going  
 Summer (June-Aug.)   
  Other, Please Specify \_\_\_\_\_

**When are you available? Please specify hours for all that apply**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening	Closed					Closed	Closed

**List volunteer experience you have had include dates & duties** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How did you hear about the Beaverton City Library volunteer program?**

- \_\_\_\_\_ Visiting the library     
 \_\_\_\_\_ Volunteer Brochure     
 \_\_\_\_\_ Friends/Relatives  
 \_\_\_\_\_ Television                     
 \_\_\_\_\_ Radio                     
 \_\_\_\_\_ Newspaper (list name) \_\_\_\_\_  
 Other (please list) \_\_\_\_\_

I hereby certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I agree and understand that any misstatements or material omissions on the application will result in my being eliminated from further consideration. I understand that, if accepted, any misrepresentation or material omission which becomes known to the Beaverton City Library may result in my immediate dismissal. I agree that I will work within my assigned areas of responsibility without any monetary compensation, and be subject to workers' compensation coverage while on-the-job. I will follow the lawful directions of my assigned supervisor while working for the Beaverton City Library and will follow and be bound by the Policies & Procedures of the City of Beaverton to the same extent as paid employees of the City, except Policies & Procedures relating to compensation and benefits, which do not apply to me.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Parent's Signature (if under 18 years of age) \_\_\_\_\_

For office use only  
 Interviewed \_\_\_\_\_ Division Assignment \_\_\_\_\_ Training Date \_\_\_\_\_ Start date \_\_\_\_\_ Reassigned \_\_\_\_\_ Not accepted \_\_\_\_\_