

Pope County Library System

Volunteer Application



POPE COUNTY
LIBRARY SYSTEM

Thank you for your interest in volunteering. The information on this form will be used to help determine a volunteer assignment which will be well suited to your background and interests. Please complete all questions and sign the form before submitting it. You must have a volunteer application on file in order to be an active Pope County Library System volunteer.

Pope County Library

116 East 3rd Street
Russellville, AR 72801
Telephone: 479.968.4368
Fax: 479.968.3222

Name _____ Date _____

Address _____ City _____ State/Zip _____

Home Phone _____ Cell/Work Phone _____ Email _____

Emergency Contact Name _____ Relationship _____

Emergency Contact Home Phone _____ Cell/Work Phone _____

Highest Level of Education: In High School High School Vocational Undergraduate Graduate

Volunteer Assignment Interests:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Page / Shelving | <input type="checkbox"/> Magazine Maintenance | <input type="checkbox"/> Seasonal Decorating | <input type="checkbox"/> Program Development |
| <input type="checkbox"/> Library Aide | <input type="checkbox"/> Mend / Cover Books | <input type="checkbox"/> Bulletin Boards / Displays | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Office / Clerical | <input type="checkbox"/> Youth Services Asst. | <input type="checkbox"/> Cleaning / Maintenance | <input type="checkbox"/> Other: _____ |

Is this a service project for school or youth group? Yes No If yes, # of hours ___ By what date? _____

Date Available to Start _____ Please indicate the times that you can volunteer:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

Employment History: _____

Volunteer Experience: _____

Skills: _____

Have you ever been employed by the Pope County Library System? Yes No

If yes, list dates of employment and position held _____

Are any of your household members or close family relatives currently employed by the Pope County Library System? Yes No

If yes, please list name _____

Please list the names of your references:

	Name	Phone	Relationship
Personal			
Employment/School			
Volunteer			

As an **ADULT** have you been convicted of a criminal offense other than a minor traffic violation? Yes No If yes, please explain nature, date and place of conviction _____

Please sign below after you have read and understand all statements on both pages.

I certify that the statements made in this volunteer application are true and correct and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release the Pope County Library System from any liability for supplying such information.

Initial: _____

I understand that the Pope County Library System reserves the right to screen volunteers and will not accept as a volunteer anyone who would jeopardize any aspect of library service or the safety of library staff and customers.

Initial: _____

I understand that if I am unable to fulfill a scheduled time for any reason, I am to notify my library supervisor as soon as possible. I understand that if I miss my scheduled date and time of service without prior notification, my volunteer opportunity may be terminated. I understand that my status can be terminated with or without cause or notice, at any time, at the option of either the Library or myself.

I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the library to which I am assigned.

I also understand that by volunteering, I am not guaranteed any special consideration for any future permanent employment with the Pope County Library System, should I ever apply for a position.

I also agree photograph(s), audio, or video(s) of me may be used by the Pope County Library System for publicity purposes in newspaper/TV/radio ads and on the library website and Facebook. Pope County Library System may identify me by name, and no other information will be released to the media or published in any internal publication without authorization from me.

Initial: _____

I understand that all library users have a legal right to privacy. Any and all information pertaining to anyone's use of the Pope County Library System will be held as strictly confidential.

In consideration of my volunteering, I agree to comply with the policies, rules, regulations and procedures of the Pope County Library System, which I understand may change at any time.

Initial: _____

I currently am employed by, or have retired from the following companies:

- 3M
- Direct Tv
- Kellogg company
- Dow Chemical
- Starbucks
- J.C. Penney
- Service Master
- Centurylink/Qwest
- Walmart
- Verizon
- Entergy

Age (if under 18) _____ Signature _____
Date _____

(if under age 18) Parent Signature _____ Date _____

-- FOR OFFICE USE ONLY --

Interview Date ____/____/____ Training Date ____/____/____ Background Check Required? Yes No

Volunteer Service Begins ____/____/____
_____ Background Check Approved? Yes No

Comments _____

- Emergency Contact Form
- Volunteer Procedures
- Parental Consent Form if under 16