



# Volunteer Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Age:  14-17 Yrs.  18+ Yrs.

## Emergency Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you volunteered at a library before?  Yes  No

If yes, which library? \_\_\_\_\_ When? \_\_\_\_\_

Do you have any special skills or interests? Briefly list your work experience, both paid and volunteer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any activities that you cannot or are not interested in doing?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Check all categories that interest you:**

**Adult Services Department**

- Shelving & Shelf Reading
- Morning Prep Assistance
- Dusting & Cleaning
- Website Assistant
- Book Nook Sorting & Shelf Cleaning
- Printing and Basic Computer Assistance
- Set Up, Take Down, Help with Programs

**Children's Department**

- Shelving & Shelf Reading
- Morning Prep Assistance
- Dusting & Cleaning
- Website Assistant
- Set Up, Take Down, Help with Programs
- Put together Take & Make Craft Kits

**Maker Space Assistance**

- Maker Space Monitors (train on and assist users with technology)
- Gadget Classes (helping with ipads, phones, etc)

**Special Assistance**

- Special Events (Funfest, Book Sale, etc)
- Social Media Assistance
- Gardening (seasonal outdoor care)
- Fund-Raising Assistance
- Book Bundles (Home Delivery)
- Distribute PR Materials
- Community Deposit Collections
- Gallery Assistants
- Cookie Bakers (for special events)
- Monitor & Mentor After School Program
- Special One-Time Projects

What days are you available to work? Check all that apply.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early Morning						
Morning						
Mid-Day						
Afternoon						
Evening						

- I am only interested in projects I can do from home
- I only want to work on special projects and events.
- I want to help with programs and can be available depending on when those programs are happening

You will be expected to obtain Child Abuse & PA Criminal Clearances before beginning your training. Have you ever been convicted of a felony or misdemeanor other than a traffic violation? \_\_\_\_\_

Child Abuse History Clearance: <https://www.compass.state.pa.us/cwis/public/home>

PA Criminal History: <https://epatch.state.pa.us/Home.jsp>

Volunteer clearances are free.

- I already have my clearances
- I can obtain my own clearances
- I need assistance with the clearance paperwork

**Volunteer Agreement:**

We ask for a minimum commitment of 2 hours per week for at least 6 months (unless volunteering only for special events or at-home projects).

My signature authorizes the Monroeville Public Library to verify any of the information on this application and to secure information from personal references. I understand that as a volunteer I am not entitled to monetary compensation for the work I perform or be entitled to worker's compensation or group benefits in the event of injury. The Monroeville Public Library reserves the right to decline applicants. Monroeville Public Library also reserves the right to terminate a volunteer's services should responsibilities not be fulfilled satisfactorily.

I understand that I am required to obtain child abuse and state police clearances to begin volunteer work at the Monroeville Public Library. (These clearances are free for volunteers, but must be in place before the start date).

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

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**Staff Use Only**

Date Application Received: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Date Applicant Called: \_\_\_\_\_

Start Date: \_\_\_\_\_