

Volunteer Application



Date: _____

Contact Information

Name	
Street Address	
City State ZIP Code	
Cell Phone	
Home Phone	
Work Phone	
Email Address	

Availability

The library is open Monday through Friday, 9 AM to 9 PM, Saturday, 9 AM to 5 PM, and Sunday, 1 PM to 5 PM. Most volunteer positions are available weekdays 9 AM to 5 PM. Please indicate the days and hours you are available to volunteer.

Monday Hours: _____ Friday Hours: _____

Tuesday Hours: _____ Saturday Hours: _____

Wednesday Hours: _____ Sunday Hours: _____

Thursday Hours: _____

Are you interested in working: a regular shift occasionally when needed either

If you need to complete hours of community service, such as for National Honor Society or confirmation, how many hours do you need to work? Please note that court-appointed community service volunteers are not used by the library.

_____ hours, to be completed by _____

Interests

Tell us in which areas you are interested in volunteering:

- Clerical (data entry, word processing)
- Processing or handling library materials
- Program preparation (copying, cutting, tracing, gluing)
- Homebound deliveries (requires valid driver's license and insurance)
- Phone bank
- Fundraising
- STEM Room

Of all the volunteer opportunities available in the community, why are you interested in volunteering at the library?

Physical Abilities

Some tasks requiring bending, lifting, and carrying, as well as pushing heavy book carts. Are you able to do work that requires physical effort?

- Yes No

Are you allergic or sensitive to cleaning products, adhesives, or "Goo-Gone"?

- Yes No

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Agreement and Signature

I am applying for a position as a volunteer at the Downers Grove Public Library. I understand that once I agree to a schedule, I will do my best to meet that schedule and to promptly notify my supervisor in the event I am unable to work as scheduled.

Name (printed)	
Signature	
Birth Date (if under 18)	

If the applicant is under 18 year of age, a parent or guardian must sign this form to indicate consent.

signature of parent or guardian	Date _____
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