



# Volunteer Application for Adults

Volunteer Services Program • 1000 Fourth Avenue • Seattle, WA 98104-1109 • (206) 386-4614 • FAX: (206) 386-4129

*If you are under 18 years old, please complete the Library's Volunteer Application for High School Students.*

## Personal Information:

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

Emergency Contact Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Wireless Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Gender:  Male  Female

**The following information is optional:**

Date of Birth: \_\_\_\_\_

Ethnicity:

African American       Asian / Pacific Islander

Caucasian               Hispanic

Native American       Other \_\_\_\_\_

Employment Status:  Employed  Retired  Homemaker  Student  Unemployed

Current Employer and Position: \_\_\_\_\_

Employment History (*past 5 years*): \_\_\_\_\_

\_\_\_\_\_

Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

Interests and Skills: \_\_\_\_\_

\_\_\_\_\_

Highest Level of Education:  High School  Vocational-Technical  Undergraduate  Graduate Degree  Other Training

Knowledge of World Languages (other than English):			
Please indicate your skill level as follows: B = Basic I = Intermediate F = Fluent N = No Ability			
Language	Speak	Read	Write

Please indicate any physical disabilities and accommodations that you may require while providing volunteer services:

\_\_\_\_\_

## Volunteer Service Interests:

- Book Group Facilitator at a branch.
- Branch Support Volunteer: (specify project)  
\_\_\_\_\_
- Computer Instruction Assistant
- English as a Second Language Services:  
*Circle your interests:* Computers for English tutor, Talk Time facilitator, Wired for Learning computer instructor, World Languages computer instructor
- Event Volunteer  
Usher at events for children, community events and Washington Center for the Book's literary events.
- Simple Mending Volunteer  
Mend and clean books and materials.
- Welcome Desk Volunteer at the Central Library.
- Youth Services:  
*Circle your interests:* Children's Center Volunteer, Homework Helper, Story Time Assistant

## Your Availability: *Please indicate the times that you can volunteer during the week.*

Sunday \_\_\_\_\_  
Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_  
Friday \_\_\_\_\_  
Saturday \_\_\_\_\_

Where would you like to be assigned?  Branch: \_\_\_\_\_  Central Library

How long do you plan to serve as a volunteer for the Library? \_\_\_\_\_

Within the past 10 years, have you been convicted of a crime or released from prison?  Yes  No

If YES, please state the date, place and nature of the offense(s). *Volunteer applicants must consent to a criminal history check by the Washington State Patrol.*

## Confidentiality Agreement:

I understand that it is the policy of The Seattle Public Library to protect the privacy of those who use the Library. I agree to hold all information about patrons in complete confidence and to access this information only in the course of performing my volunteer assignments. In addition, I understand that a breach of confidentiality is grounds for dismissal from the Library's Volunteer Services Program.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Library Staff:

Assignment: Location: \_\_\_\_\_ Position: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Comments: \_\_\_\_\_

Please return to the Volunteer Services Coordinator, Human Resources Department.