

VOLUNTEER APPLICATION



Please note: you must be 16 or older to volunteer with the Library.

Personal Information

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell/Work telephone: _____ Email: _____

What is the best way to reach you during the day? _____

Date of birth (adults, please list month & day only): _____ Age: 16-17 18-30 31-54 55+

Are you a student? Yes No Employed? Yes No

Emergency contact name: _____

Relationship: _____ Contact telephone: _____

Do you have a community service requirement? Yes No School Work Court Other

If yes, how many hours are you looking for and by what date? _____

Skills, Experience, and Interests

Current or most recent employer (if applicable): _____ P/T F/T

Dates of employment: _____ Job title: _____

Job responsibilities: _____

May we contact for a reference? Yes No Contact name and telephone: _____

Please tell us about your prior volunteer experience (if applicable):

Organization name: _____ Your responsibilities: _____

May we contact for a reference? Yes No Contact name and telephone: _____

Organization name: _____ Your responsibilities: _____

May we contact for a reference? Yes No Contact name and telephone: _____

Please list hobbies, interests, special skills (including foreign language skills), and experience you can offer:

Availability

What days are you available to volunteer? (Check as many as apply.)

Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays Sundays

What time during the day are you available? Mornings Afternoons Evenings Varies

How often can you volunteer?

2 or more per week Once per week Once or twice per month Summer only Special events only

At which locations would you prefer to volunteer? (Check as many as apply.)

<input type="checkbox"/> Hughes Main Library	<input type="checkbox"/> Five Forks Branch	<input type="checkbox"/> Pelham Road Branch
<input type="checkbox"/> Anderson Road Branch	<input type="checkbox"/> Fountain Inn Branch	<input type="checkbox"/> Simpsonville Branch
<input type="checkbox"/> Augusta Road Branch	<input type="checkbox"/> Greer Branch	<input type="checkbox"/> Taylors Branch
<input type="checkbox"/> Berea Branch	<input type="checkbox"/> Mauldin Branch	<input type="checkbox"/> Travelers Rest Branch

Which volunteer areas interest you? (Check all that apply.)

<input type="checkbox"/> Shelving/Library aide	<input type="checkbox"/> Assisting with adult programs	<input type="checkbox"/> Special events
<input type="checkbox"/> Friends gift shop	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Coaching patrons on computers
<input type="checkbox"/> Assisting with children's programs	<input type="checkbox"/> Transporting books in my vehicle	<input type="checkbox"/> Bilingual services
<input type="checkbox"/> Helping with book sales	<input type="checkbox"/> Sorting donations	<input type="checkbox"/> Registering children for summer reading
<input type="checkbox"/> Historical documents/genealogy		

Any other comments: _____

I understand that the Greenville County Library System conducts criminal records checks and sex abuse registry checks on volunteers who work in certain positions, and I hereby give consent for such a check if required for the volunteer assignment for which I'm being considered. Criminal record checks require a full date of birth, which I agree to provide upon request. I understand all such reports will be held in strictest confidence and that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of the background investigation. I understand that this is an application for and not a commitment or promise of a volunteer assignment. I understand and agree that the Greenville County Library System is under no obligation to consider me for full-time or part-time employment opportunities.

Applicant Signature: _____

Parent's Signature (if applicant is a minor): _____

Please return to any branch/service desk or mail to:

Amy Pecht - Volunteer Coordinator
25 Heritage Green Place, Greenville, SC 29601
Phone 527-9286 Fax 235-8375
apecht@greenvillelibrary.org