



Westlake Porter Public Library Volunteer Application

Date: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____ - _____ E-mail: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Previous Experience

Employment: _____ I am employed _____ I am retired _____ I am not employed

Volunteer Experience: _____ I have never volunteered _____ I have volunteer experience.

Please list previous volunteer and/or employment experience:

Dates: From: _____ To: _____

Position(s) Held: _____

Duties: _____

Dates: From: _____ To: _____

Position(s) Held: _____

Duties: _____

Please list any hobbies, interests, activities or clubs: _____

Interested Position

_____ Reception Desk _____ Other (please specify) _____

Are you volunteering to fulfill some sort of service hours requirements, community service requirements, or court-ordered service requirements? _____ Yes _____ No

If yes, how many hours do you need to fulfill your requirements? _____ hours

_____ High School Service Hours

_____ College Service Hours

_____ Court-ordered service hours

_____ Other community service hour requirements

If other, please describe: _____

Availability

Library Hours: Monday – Thursday, 9 am-9 pm; Friday- Saturday, 9 am-6 pm; Sunday, 1 pm-5 pm

How many hours per week would you like to volunteer? _____ hours per week

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Available Times							

Available as a “sub” or to fill in on short notice? _____ Yes _____ No

References

Please list two non-family references (for applicants 18+ years and older)

1. Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (_____) _____ - _____ Relationship: _____
How long have you known this person: _____
2. Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (_____) _____ - _____ Relationship: _____
How long have you known this person: _____

We appreciate your interest and help help and look forward to having you become a vital part of the Westlake Porter Public Library.

DECLARATION OF APPLICANT

Only for applicants 18+ years and older

My signature below authorizes the Westlake Porter Public Library to contact any agency, company, or individual it deems appropriate to investigate my employment and volunteer history, character, and qualifications and authorized release of information in connection with my volunteer applications. This investigation may include, but not be limited to, such information as criminal or civil convictions, driving records, previous employers, and education sources. I waive my right of access to such information, and without limitation hereby release the Westlake Porter Public Library and the reference source from any liability in connection with its release or use.

Furthermore, I hereby affirm that there are no willful misrepresentations, omissions, or falsifications in the forgoing statements, answers to questions, and any attachments hereto. I am aware that should an investigation disclose any misrepresentation, omission, or falsification, I may be disqualified or dismissed from the volunteer program. In the event that I am selected as a volunteer by the Westlake Porter Public Library. I agree to complete with all of its policies, rules, orders, and regulations. I also understand that my status as a volunteer is at the discretion of the Library and may be terminated by myself or by the Library at any time for any reason at all, with or without prior notice.

Signature: _____ **Date:** _____