

Adult Volunteer Application FOR AGES 18 AND UP

Thank you for your interest in volunteering for the Santa Clara County Library District!
The library welcomes volunteers and appreciates their contributions of time and talent to assist library staff in delivering services more efficiently and effectively.

CONTACT INFORMATION		
Last name		
First name	Middle name	
Address		
Email address		
Phone		
PREFERRED LOCATION		
<input type="checkbox"/> Campbell <input type="checkbox"/> Cupertino <input type="checkbox"/> Gilroy <input type="checkbox"/> Los Altos	<input type="checkbox"/> Milpitas <input type="checkbox"/> Morgan Hill <input type="checkbox"/> Saratoga <input type="checkbox"/> Woodland (Los Altos)	<input type="checkbox"/> The Reading Program

YOUR AVAILABILITY			
Please indicate when you would be available to volunteer in the boxes below. Be as specific as possible – for example, in the box for Monday afternoon, you might enter “2–4 pm.” NOTE: The schedule of available volunteer work hours and minimum time commitments may vary by location.			
	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

FOR LIBRARY STAFF USE ONLY			
Date Received		Interview date	
Contacted by		Orientation:	

How many total hours per week are you interested in volunteering?

Why are you interested in volunteering at the library?

Do you have any special skills that might be beneficial to the library?

As an adult, have you ever been convicted of an offense other than a minor traffic violation? If yes, please describe the date, location, and nature of the offense.

Which volunteer assignments would you be interested in performing? Please check all that apply. Please note that all assignments may not be available at every location.

- | | |
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| <p><input type="checkbox"/> Library Ambassador
Assist staff to spread the word about library events and services at community events or meetings of local clubs and organizations.</p> <p><input type="checkbox"/> Building Volunteer
Assist staff with light cleaning such as dusting or picking up items left on library furniture or floors.</p> <p><input type="checkbox"/> Circulation Volunteer
Assist staff with sorting and shelving materials, straightening shelves, "shelf reading" shelves for accuracy, searching shelves for library materials, cleaning CDs and DVDs using a cleaning machine, performing minor cleaning and repair of library books.</p> <p><input type="checkbox"/> Clerical Volunteer
Assist staff with photocopying, collating, folding, or stapling documents; help maintain library bulletin boards and publication racks; help prepare crafts or other items for library programs, assist with other special projects.</p> | <p><input type="checkbox"/> ESL Volunteer
Assist staff with conversation groups for English language learners.</p> <p><input type="checkbox"/> Reading Program Tutor
Provide one-on-one assistance to an adult learner working to improve his or her reading or writing skills. For more information and a separate application form, please visit: http://www.sccl.org/services/reading-program.</p> <p><input type="checkbox"/> Other Opportunities
You may also be interested in volunteering for library support groups such as Friends of the Library, library foundations, or library endowments. These groups help promote library services and raise funds to support library operations through special events, book sales, and other activities.</p> |
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Please visit <http://www.sccl.org/about/support-the-library/volunteer> to learn more about these opportunities.

I hereby submit my application to be a part of the fantastic group of volunteers that support the Santa Clara County Library District. I certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answers may be grounds for not selecting me or for dismissing me after I begin work. I understand that I will need to attend a mandatory orientation before volunteering, and that I may need to meet a minimum commitment of hours in order to continue volunteering.

Signature

Date

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EMERGENCY CONTACT INFORMATION	
Name	Relationship
Address	Cell phone
Home phone	Work phone

Please return your completed application to any Santa Clara County Library District location.