



# VOLUNTEER APPLICATION

Date \_\_\_\_\_

Referred by \_\_\_\_\_

## **PERSONAL** *Please print or type.*

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Full name: \_\_\_\_\_

Current address: \_\_\_\_\_  
*street* *apt. no.*

\_\_\_\_\_ *city* *state* *zip*

Telephone: work \_\_\_\_\_ home \_\_\_\_\_

Email address: \_\_\_\_\_

Are you over 18?  yes  no If no, state your age. \_\_\_\_\_

Earliest possible start date: \_\_\_\_\_

Availability (specify days and hours): \_\_\_\_\_

Have you ever worked for us?  yes  no If yes, when? \_\_\_\_\_

Do you have any relatives who work for us?  yes  no

## **EDUCATION**

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Highest grade completed (*circle one*): 4 5 6 7 8 9 10 11 12

College/graduate school (*degrees completed*): \_\_\_\_\_

Field of study: \_\_\_\_\_

Are you currently a student?  yes  no

If yes, which school do you attend? \_\_\_\_\_

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Are you applying for this volunteer position to fulfill a community service requirement?  yes  no

If yes, for which organization? \_\_\_\_\_

How many volunteer hours are required? \_\_\_\_\_

**EMPLOYMENT/VOLUNTEER EXPERIENCE** *List in order, with your last or current employer first.*

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**1** Company name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Employed (*month/year*)  
from \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's name and title \_\_\_\_\_  
State your job title and describe your work. \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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**2** Company name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Employed (*month/year*)  
from \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's name and title \_\_\_\_\_  
State your job title and describe your work. \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Do you have any computer experience?  yes  no

If yes, please list systems and applications. \_\_\_\_\_  
\_\_\_\_\_

Do you have any public service experience?  yes  no

If yes, please describe. \_\_\_\_\_  
\_\_\_\_\_

Do you have any other experiences, skills, abilities or interests? \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES** *List two current references.*

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**1** Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Nature of association (supervisor, friend, etc.) \_\_\_\_\_

**2** Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Nature of association (supervisor, friend, etc.) \_\_\_\_\_

May we contact your current employer?  yes  no

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Why do you want to volunteer at Bethlehem Public Library? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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I understand and agree that:

- 1** The information that I have provided on this application is true and complete to the best of my knowledge.
- 2** I authorize my present and former employers and my personal references to furnish information about my employment record, including a statement of the reason for termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications as a volunteer. I release them from any liability for damages arising from furnishing the requested information.
- 3** If I am accepted as a library volunteer, I agree to comply with library policies, rules, regulations and procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Permission from a parent or guardian is required** for youth under 18 years of age.

\_\_\_\_\_ has my permission to volunteer at Bethlehem Public Library.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Because of the number of applications we receive, we are unable to respond to all. If your qualifications match our needs, we will contact you.*

*Bethlehem Public Library considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

**PLEASE FILL OUT VOLUNTEER PROJECT SELECTION FORM ON NEXT PAGE. THANK YOU.**



## volunteer project selection form

name \_\_\_\_\_ date \_\_\_\_\_

The library strives to match potential volunteers with jobs and projects in line with their abilities and interests. **We need you to help us place you appropriately.** Please check the opportunities that interest you.

- Friends of Bethlehem Public Library
- Local history digitization/indexing projects
- Teen volunteer (must be in grade 6-12)

*more information about these opportunities at  
[www.bethlehempubliclibrary.org/volunteer](http://www.bethlehempubliclibrary.org/volunteer)*