

WESTCHESTER PUBLIC LIBRARY

VOLUNTEER APPLICATION

Thank you for volunteering to assist the library. To help with assignment schedules, please answer the following questions:

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

3. Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Work \_\_\_\_\_

Email \_\_\_\_\_

4. Emergency contact:

Name \_\_\_\_\_

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

Cell \_\_\_\_\_

Work \_\_\_\_\_

5. Work experience: Please describe your past employment and list contact information for your present or most recent employer.

Name of company, institute, etc. \_\_\_\_\_

Contact person: \_\_\_\_\_

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

Education and Training (please check all that apply):

middle school student     high school student     high school graduate

some college     B.A./B.S. degree     graduate degree

certified professional librarian     other (please describe)

Special Skills (please check all that apply):

typing                       computer word processing                       Internet  
 web page development/management                       other (please describe)

References: Please list the names and phone numbers of two personal references.

1. Name: \_\_\_\_\_

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

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

2. Name: \_\_\_\_\_

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

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

APPLICANT'S CERTIFICATION—Please read carefully before signing:

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that misrepresentation or omission of facts in this application may result in my discharge.

I authorize you to communicate with those employers I designated, school officials and persons names as references concerning my skills, character, and responsibility.

If I am accepted for the volunteer program, I understand and agree that such service may be terminated at any time, without prior notice, and that my volunteer service will not be governed by any expressed or implicit contract but is at-will. I understand that my volunteer service to the library does not guarantee that I will at any time in the future be hired by the library as a paid employee.

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Applicant's signature

Date