



## Volunteer Application

[www.heightslibrary.org](http://www.heightslibrary.org)

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I prefer to be contacted at: home \_\_\_ cell \_\_\_ email \_\_\_ no preference \_\_\_

**Emergency contact:** \_\_\_\_\_

(name/phone/relationship to you)

**Are you applying for a specific volunteer position? If so, which one?**

\_\_\_\_\_

**Employment History:** please tell us about your most recent paid positions, if applicable:

Employer	Dates of Employment	Description of your Duties

**Volunteer History:** please tell us about your volunteer experiences, if applicable:

Organization	Dates Volunteered	Description of your Duties

**Education (highest grade completed):** \_\_\_\_\_

**School:** \_\_\_\_\_

**Course of study / major:** \_\_\_\_\_

**Do you need community service hours?** \_\_\_ Yes \_\_\_ No

If yes: for college \_\_\_ workplace \_\_\_ court-ordered \_\_\_ other (explain) \_\_\_\_\_

**Why are you interested in volunteering with the library?**

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**I prefer to work:** in public \_\_\_\_ behind the scenes \_\_\_\_ either \_\_\_\_

**I prefer to work:** alone \_\_\_\_ with a group \_\_\_\_ either \_\_\_\_

**Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation? \_\_\_\_ YES \_\_\_\_ NO**

**If yes, please explain:** \_\_\_\_\_

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**Days and times available to work:** \_\_\_\_\_

**I prefer to volunteer:** on a regular schedule \_\_\_\_ as-needed / occasionally \_\_\_\_ both \_\_\_\_

**Hours preferred per week:**

(Depending on assignment and workload, volunteers may work up to 6 hours/week.)

1-2 \_\_\_\_ 3-4 \_\_\_\_ 4-6 \_\_\_\_ less frequently than weekly \_\_\_\_

**Preferred location:**

Lee Rd. \_\_\_\_ Coventry \_\_\_\_ Noble \_\_\_\_ University Heights \_\_\_\_

**Areas of Interest** (select all that apply).

<input type="checkbox"/>	Computers- data entry, spreadsheets, etc.	<input type="checkbox"/>	Sorting and shelving library materials
<input type="checkbox"/>	Computers- searching/editing library catalog	<input type="checkbox"/>	Straightening / maintaining library shelves
<input type="checkbox"/>	Computers- scanning documents	<input type="checkbox"/>	Technical services / repairing materials
<input type="checkbox"/>	Decorating / displays / crafts	<input type="checkbox"/>	Working with historic documents
<input type="checkbox"/>	Homework Help Center	<input type="checkbox"/>	Other (please list):
<input type="checkbox"/>	Library programs for children	<input type="checkbox"/>	
<input type="checkbox"/>	Library programs for adults	<input type="checkbox"/>	
<input type="checkbox"/>	Library programs for teens	<input type="checkbox"/>	
<input type="checkbox"/>	Preparing / organizing materials for programs	<input type="checkbox"/>	

	Proficiency in a language other than English (please specify: _____ )		
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**Professional or Personal Reference**

Please list one professional, personal, school, or volunteer reference. Do not list relatives.

Name	Address & Telephone	# of years known

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I certify that all statements made in my volunteer application are true and correct to the best of my knowledge. I give Cleveland Heights – University Heights Public Libraries the permission to verify all information contained in this application as may be necessary.

I understand that there is no salary or other compensation for my services as a volunteer.

I agree to read, sign and adhere to the Volunteer Code of Conduct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return your completed application to any of our branches.

**Or** mail to Heather Howler, 2345 Lee Rd., Cleveland Heights, OH 44118

**Or** fax to Heather Howler, 216-932-0932.