



Adult Volunteer Application

(Ages 18+)

Date _____

General Information

Last Name		First Name	MI
Address			
Home Phone	Cell	Email	
Emergency Contact		Phone	

Volunteer Experience and Skills

Have you previously worked/volunteered at a library? If so, what duties did you perform?

Do you speak languages other than English? If so, what language(s) do you speak and at what level?

What skills or experiences do you have that would be beneficial as a library volunteer?

Why would you like to volunteer at the Hartland Public Library?

Schedule

Please list the times you would be available to volunteer.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

How many hours are you available to volunteer each week? _____ Each month? _____

Additional comments:

References

Please provide contact information for two references (must be over 18 years old and not members of your family)

Name	Relationship	Ph/email
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Name	Relationship	Ph/email
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Volunteer Opportunities

Please check areas of interest (Note: Opportunities are subject to availability and library need)

Shelf Reading/Adopt-a-Shelf

Shelving/Straightening Shelves

Dusting/Light Cleaning

Teaching Adults How to Use Computer/Cell phone

Local History

Cleaning DVDs & CDs

Craft Preparation

Helping at Book Sale/Special Events

Tabulating Grocery Receipts

Post program flyers around town

Assist staff with short-term projects as needed

If you could do any task at the library, what would it be?

Would you like more information about the Friends of the Hartland Public Library?

In signing this form, I acknowledge that my services for the library are free and are intended as a contribution of public service for the library, its patrons, and the community. I agree to abide by all the rules of conduct governing the staff of the library in performing my services. As a volunteer, I hereby acknowledge that I will perform my services in good faith and to the best of my ability under the general guidelines provided.

I confirm that I am 18 years old or older. I understand my eligibility as a volunteer is contingent upon a background check, an interview, and the availability of work. If I cannot work an assigned shift, I will notify the Volunteer Coordinator as soon as possible.

The Hartland Public Library appreciates your willingness to volunteer your services to assist the library, its patrons and the community. Personal information collected for these purposes will only be used internally at the library and will only be disclosed to you, except if the law requires disclosure to a third party. Files are kept one year from the date of inactivity.

Signature of Applicant _____ Date _____

Please return this application to the Reference Desk at the Hartland Public Library. Questions may be directed to Sara Swanson, Reference Librarian & Volunteer Coordinator, at (262) 367-3350 or swanson@hartland.lib.wi.us