



# VOLUNTEER APPLICATION

### Office Use Only

Date of App. \_\_\_\_\_  
 Contact Date: \_\_\_\_\_  
 Interview Date: \_\_\_\_\_  
 Dress Code: \_\_\_\_\_  
 Start Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_

Date \_\_\_\_\_  Adult  Youth (12-16)  
 Name \_\_\_\_\_ E-mail \_\_\_\_\_ Birthdate \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_  
 Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

### Library Location Preference *(check all that apply)*

- Franklin Branch 401 State St., Franklin  
 White River Branch 1664 Library Blvd., Greenwood  
 Clark Pleasant Branch 530 Tracy Rd., New Whiteland  
 Trafalgar Branch 424 Tower St., Trafalgar

### Availability

How many hours per week do you wish to volunteer? \_\_\_\_\_

Do you wish to volunteer...  weekly  monthly  as needed?

Is this a service project you need to fulfill?  Yes  No

If yes, how many hours do you need to complete? \_\_\_\_\_ Completed by what date? \_\_\_\_\_

Please indicate which days and times you would be available to volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

### Do you have any physical limitation necessitating special consideration in job assignments?

No  Yes *(please list)* \_\_\_\_\_

### Experience/Skills

What relevant skills and/or experience will you bring to our Volunteer Program? *(please list)*

**Please check the area(s) of volunteer interest:**

**Franklin Branch, White River Branch, Clark Pleasant Branch, Trafalgar Branch**

- Assisting with children's programs
- Assisting with adult programs
- Assisting with Special Events (ex. fairs and festivals)
- Cleaning (dusting, sweeping, straightening, etc.)
- Clerical (typing, sorting, copying, filing, stamping, etc.)
- Entering data into computer
- Making phone calls
- Preparing for crafts (cutting, coloring, etc.)
- Preparing for mailings (folding, stuffing, sorting, etc.)
- Repairing books and videos
- Shelf-reading (searching shelves for misplaced items)
- Sorting items for shelving

**Friends of JCPL**

- Assisting with Annual Meeting
- Assisting with February Membership Drive
- Sorting Books for Used Book Sales
- Working Used Book Sales

**Adult Learning Center**

- Assisting with Clerical Duties in the ALC Office
- Tutoring Adult Students
- Tutoring ESL Students

**How did you hear about the Johnson County Public Library Volunteer Program?**

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I understand that before starting a volunteer assignment, I may be asked to participate in a volunteer screening process and to review and understand Library policies as outlined in the Johnson County Public Library Volunteer Handbook. Once accepted as a Library Volunteer, I will regard my volunteer assignment as a serious commitment and abide by the Johnson County Public Library Policies. Should my conduct or performance be deemed unsatisfactory for any reason, I agree to accept release from my assignment.

I understand that I will not be paid for my volunteer work and that I may cancel my volunteer relationship with the Johnson County Public Library at any time.

Additionally, I release the Johnson County Public Library and its respective agents from all claims as a result of any injury that may arise during my volunteer activities. I agree to hold the Library harmless from any loss, damage or cost incurred.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Permission of Parent/Guardian for Youth Volunteer (age 12-16)**

I voluntarily give my permission for \_\_\_\_\_ to volunteer at the Johnson County Public Library and have read and agree to the statement above.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's name printed \_\_\_\_\_ Telephone Numbers(s) \_\_\_\_\_