

# Forbes Library Volunteer Application

Please complete this form to be considered for a volunteer position. You will be contacted by a staff member when a potential opportunity becomes available. Following a brief interview with one of the library's professional staff, approved volunteers are matched with appropriate projects for a specified length of time.

Date \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

## Emergency Contact

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

## Reference

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Relationship to you \_\_\_\_\_

What days and times are you available during the week to volunteer?

\_\_\_\_\_

How often do you want to volunteer? (circle)

weekly

multiple times per week

monthly

year round

summers only

on call for special projects

## Work Experience

Last or present position \_\_\_\_\_

Employer, City and State \_\_\_\_\_

Education (check highest level)

Elementary

High School

Technical School

Some College

College degree or professional training in \_\_\_\_\_

OVER

**Please check off the potential tasks that interest you:**

- Book shelving/ shelf maintenance**
- Outreach Delivery Service** (selecting & delivering library materials to homebound Northampton residents)
- Gardening/ yard work**
- Teaching /facilitating a library program** (please specify)\_\_\_\_\_
- Fundraising**
- Cleaning/maintenance**
- Clerical work**
- Assist patrons in using computers**
- Storytelling/working with kids**
- Assisting at library events**
- Working with Special Collections/Archives**
- Communications/design work**
- Book mending**
- Volunteering with the Friends of Forbes Library**
- Other** (please specify)\_\_\_\_\_

**Other interests, hobbies and skills (include knowledge of languages):**

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**Please describe any previous library experience/ volunteer experience that you have had:**

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**Please keep in mind that not all types of volunteer opportunities are available all of the time. If the library is unable to utilize your volunteer service at this time, are you interested in being referred to another local agency?**      **Yes**      **No**

**Sponsoring agency, if any**\_\_\_\_\_

**If court ordered community service – number of hours and date must be completed by:**

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**Please note all prospective volunteers for the Forbes Library may be asked to submit a Criminal Offense (C.O.R.I) Records Investigation as required by state law. Applicants under the age of 18 must also have signed permission from their parent or legal guardian.**

**I certify that the answers contained in this application are true and complete to the best of my knowledge.**

**Signature**\_\_\_\_\_ **Parent/Guardian**\_\_\_\_\_

Please complete this application clearly and return it to the library or mail it to Assistant Director, Volunteer Coordinator, Forbes Library, 20 West Street, Northampton, MA 01060. For questions call 413-587-1017.

**Thank you for your interest in Forbes Library!**