

Personal Information

By completing this application, I represent I am an ADULT volunteer applicant (17 years of age or older). Applicants 17 years of age must also have a parent/guardian complete the consent section of this application.

Do you require a reasonable accommodation in order to participate in our volunteer program?

- No Yes--**Complete an Accommodation Request Form**

Are you wishing to fulfill an educational or community service requirement with your volunteer assignment?

- No Yes--**Complete a Community Service Request Form**

Name _____ Date of Birth (optional) ____/____/____

Address _____ City _____

State _____ Zip _____ Email _____

Home Phone _____ Cell Phone _____

Emergency Contact _____ Relationship _____

Home Phone _____ Cell Phone _____

Do you currently work or volunteer for the City of Austin?

- No Yes--If yes, which department? _____

Check highest level of education completed:

- Some High School High School Technical School
 Some College College Graduate School

Please list post high school areas of study:

I would like more information on how to support the Library through the Austin Public Library Friends Foundation and the Austin History Center Association. Yes No

Volunteer Preferences

My volunteer assignment preferences include (check all that apply):

- Special events. These are one time assignments for usually two to four hours.
- Short-term projects. These are assignments which need a regular commitment for the length of the project—usually four weeks to three months.
- Regular commitment. These are assignments which require a weekly commitment for a minimum of three months. Most assignments fall under this category.

Check ALL days and times you are available to volunteer. The average shift is 2-4 hours per week.							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10AM-12PM							
12-2PM							
2-4PM							
4-6PM							
6-9PM							

Please list your preferred library locations for a volunteer assignment. Refer to our website at library.austintexas.gov/locations for detailed branch information and maps.

1.

2.

3.

4.

Please check all the volunteer assignments that interest you. Assignments are not available at all times or at all locations. Refer to our website for position details.

- | | |
|--|--|
| <input type="checkbox"/> Page/Bookshelver at a branch | <input type="checkbox"/> Holds Processing Volunteer at a branch |
| <input type="checkbox"/> Administration/Clerical Volunteer at a branch | <input type="checkbox"/> Grant Writing Volunteer at the central library |
| <input type="checkbox"/> Community Programs Volunteer at a branch | <input type="checkbox"/> Computer Instructor/Coach at a branch |
| <input type="checkbox"/> Video Communications Volunteer at the central library | <input type="checkbox"/> Social Media Volunteer at a branch |
| <input type="checkbox"/> Written Communications Volunteer at the central library | <input type="checkbox"/> IT/Website Volunteer at the central library |
| <input type="checkbox"/> Visual Communications Volunteer at the central library | <input type="checkbox"/> Booksorter/Shelver at Recycled Reads |
| <input type="checkbox"/> Special Collections Volunteer at the Austin History Center | <input type="checkbox"/> Recycled Crafts at Recycled Reads |
| <input type="checkbox"/> Language Programs: | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Talk Time facilitator at a branch | <input type="checkbox"/> VICTORY Tutor at a branch |
| <input type="checkbox"/> Practiquemos Español facilitator at a branch | <input type="checkbox"/> Youth program assistant at a branch |
| <input type="checkbox"/> ¡Qué me cuentas! facilitator at a branch | |
| <input type="checkbox"/> Create an assignment. Please describe what you would like to do. | |

Volunteer Experiences

Have you volunteered previously with other organizations? Yes No
If yes, please list where you have volunteered, your title, and your duties.

Do you have any previous library experience, either as a volunteer or employee? Yes No
If yes, please list which library, your title, and your duties.

Volunteer Interests and Skills

What do you hope to gain from your volunteer experience?

Please describe any interests, skills, work experience, or special training you have that may help us match you with the best volunteer assignment. (For example: speak a foreign language, computers, organizational skills, crafts, theatre, etc.)

Please check all skills you have experience with:

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Knowledge/work with historical materials | <input type="checkbox"/> Teaching/leading groups of adults | |
| <input type="checkbox"/> Program/event planning and staging | <input type="checkbox"/> Teaching/leading groups of teens | |
| <input type="checkbox"/> Arts and crafts/sewing | <input type="checkbox"/> Teaching/leading groups of youth | |
| <input type="checkbox"/> Writing/editing articles | <input type="checkbox"/> Social Media | |
| <input type="checkbox"/> Organizing/file management | <input type="checkbox"/> Theatre/performing/public speaking | |
| <input type="checkbox"/> Adobe Suite CS6 or above | <input type="checkbox"/> Videography/editing | |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Online research databases/Library Catalog | |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Website Design/HTML/CSS/Drupal | |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Microsoft Office 2010 or later: | |
| <input type="checkbox"/> PCs | <input type="checkbox"/> Word | <input type="checkbox"/> Publisher |
| <input type="checkbox"/> Macs | <input type="checkbox"/> Excel | <input type="checkbox"/> Access |
| <input type="checkbox"/> Portable Devices (tablets, e-readers, etc.) | | |
| <input type="checkbox"/> List any foreign language(s) (including sign language) that you: | | |
| Speak fluently? | Read fluently? | Write fluently? |

References and Background

Please list contact information for two people who are not related to you but know about your skills and abilities.

Reference #1 _____ Phone _____ Relationship _____

Reference #2 _____ Phone _____ Relationship _____

Have you ever been convicted of a crime that has not been expunged or pardoned, other than a minor traffic violation (including as a minor)? No Yes

Note: A conviction will not necessarily preclude your volunteering with the Austin Public Library. Most volunteer positions will require a criminal background investigation. The library may not accept volunteers with the following offenses such as: felonies, violent crime (felony or misdemeanor), crimes against children, or theft (felony or misdemeanor). The Volunteer Coordinator will review all other offenses.

Consent

I certify that the answers contained in this application are true and complete to the best of my knowledge. I understand any false statement or omissions may result in my immediate release. My volunteer service is conditional upon completion of the application process and criminal background investigation. I understand that submission of an application does not guarantee a placement. If a placement is found, I understand I will not be entitled to compensation for any service I provide.

Signature _____ Date _____

Printed Name _____

Parent/Guardian Consent (Required for those 17 years old)

By signing below I represent that I am a parent or legal guardian of the above applicant and give permission for my child to volunteer at the Austin Public Library for a maximum of 10 hours per week.

Signature _____ Date _____

Printed Name _____ Relationship _____

