

# Macon County-Tuskegee Public Library

<http://www.mctpl.us>

## VOLUNTEER APPLICATION

### PERSONAL INFORMATION

Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

In case of emergency, notify (Name): \_\_\_\_\_  
Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**You must be at least 14 to volunteer.** Volunteers under 18 must have a parent/guardian complete the consent section on the reverse side of this application. Age if under 18 \_\_\_\_\_

### VOLUNTEER INTERESTS

Why do you want to volunteer?

\_\_\_\_\_  
\_\_\_\_\_

For each day, indicate times you might be available to complete a **two or three hour shift**:

Mon: \_\_\_ to \_\_\_ Tue: \_\_\_ to \_\_\_ Wed: \_\_\_ to \_\_\_ Thu: \_\_\_ to \_\_\_ Fri: \_\_\_ to \_\_\_ Sat: \_\_\_ to \_\_\_ Sun: \_\_\_ to \_\_\_

*I would be interested in assisting with (check volunteer assignments listed below):*

- Adult Programming
- Advocacy for libraries at public hearings and meetings
- Beautification of library grounds
- Book discussion \*
- Book sale \*
- Children's activities \* (*applicants subject to background check*)
- Teen activities \* (*applicants subject to background check*)
- English conversation groups \*
- Help with Exhibits
- Story-telling
- Letter writing to elected officials
- Reading and Writing tutoring \*
- Shelving and maintenance of library materials \*
- Welcoming library visitors \*
- Other \_\_\_\_\_

\* Training provided.

• **OCCUPATION AND/OR EDUCATION**

Circle highest grade completed 9 10 11 12 College/Graduate School (degrees completed)\_\_\_\_\_

Current and /or former Occupation\_\_\_\_\_

Employer\_\_\_\_\_

Are you a student? Yes No

Which school do you attend?\_\_\_\_\_

• **SKILLS**

Do you know how to use a computer? Yes No

Are you familiar with: The Internet Microsoft Word Microsoft Excel

What language(s) other than English do you speak and/or write with fluency \_\_\_\_\_

What special interests and/or skills do you have that may help us to match you with the best volunteer assignment?

\_\_\_\_\_

\_\_\_\_\_

• **REFERENCE INFORMATION:**

Please provide a reference. Personal Professional

Name (first and last)\_\_\_\_\_ Phone\_\_\_\_\_

**PARENT/GUARDIAN CONSENT (for volunteers under age 18)**

I give permission for the above applicant to volunteer at The Macon County-Tuskegee Public Library for a maximum of \_\_\_\_\_ hours per week (three hours minimum). If you need to reach me, my phone number is

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Day\_\_\_\_\_ Evening\_\_\_\_\_ Cell \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please submit completed form to the library of your choice in person or mail to the branch of your choice. Attention: Branch Librarian.**

**FOR DIRECTOR OR SUPERVISOR USE ONLY**

Interview Date \_\_\_\_\_ Interviewed by \_\_\_\_\_ Accepted Yes No

Start Date \_\_\_\_\_ Assignment\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_