

Pittsford Community Library

Adult Volunteer Application

Pittsford Community Library volunteers primarily shelf read fiction, nonfiction, and media collections. Shelf reading involves checking to make sure materials are in proper order, and straightening the items. It requires standing and bending, as well as comfort with alphabetizing and numerical sequencing.

PERSONAL INFORMATION

Name: _____

Email Address: _____

Telephone (Day): _____ (Evening): _____ (Cell): _____

Address: _____

In case of emergency, notify (Name): _____

Telephone: _____ Relationship: _____

VOLUNTEER INTERESTS

Why do you want to volunteer?

Do you have a library card? Yes No

Which library do you normally use? _____

What was the last book you read? _____

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

Mon: _____ to _____ Thurs: _____ to _____ Sun: _____ to _____
Tues: _____ to _____ Fri: _____ to _____
Wed: _____ to _____ Sat: _____ to _____

I am interested in assisting with:

OCCUPATION AND/OR EDUCATION

Current and/or former occupation: _____

Employer: _____

SKILLS

Do you know how to use a computer? Yes No

Are you familiar with: Internet Microsoft Word Microsoft Excel

What language(s) other than English do you speak or write fluently?

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

REFERENCE INFORMATION

Please provide one reference. Professional Personal

Name: _____
(First and Last)

Telephone: _____ Email Address: _____

By completing and submitting this application, I hereby certify, understand, and agree that I am applying for a position as a volunteer, as that term is defined by the Fair Labor Standards Act, and that any services that I may provide to the Pittsford Community Library will be rendered solely in my capacity as a volunteer, and free from coercion or duress. I further certify, understand, and agree that, in consideration for my services as a volunteer, I will receive no compensation, wages, earnings, or benefits from the Library, and I maintain no expectation or hope of receiving any compensation, wages, earnings, or benefits, nor has the Library, or any employee or agent thereof, made any representation or promise regarding my receipt of compensation, wages, earnings, or benefits. Finally, I expressly represent and warrant that I desire to be engaged by the Library as a volunteer for civic, charitable, or humanitarian reasons, purposes, or motives, and will render services in my capacity as a volunteer in accordance with such reasons, purposes, or motives.

Applicant Signature: _____ **Date:** _____

**Thank you for your interest in volunteering at the Pittsford Community Library.
Please return completed form to:**

Pittsford Community Library
24 State Street
Pittsford, NY 14534