



# Tom Green County Public Library

San Angelo, Texas

## VOLUNTEER APPLICATION FOR ADULTS

Volunteer Services Program \* 33 West Beauregard \* San Angelo, Texas 76903 \* 325-949-2951 \* FAX: 325-655-4027

*If you are under 18 years old, please complete the Library's Volunteer Application for Minors.*

### Personal Information

Name: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Preferred Method of Contact:  Phone  Email

Employment Status:  Employed  Retired  Student  Unemployed  Homemaker

Current Employer and Position: \_\_\_\_\_

Employment History (feel free to use back of this page, if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

Interests and Skills: \_\_\_\_\_

Highest Level of Education:  High School  Vocational-Tech  Undergraduate  Graduate Degree  Other Training

### KNOWLEDGE OF FOREIGN LANGUAGES

Please indicate your skill level as follows: B = Basic I = Intermediate F = Fluent N = No Ability

Language	Speak	Read	Write

**Volunteer Service Interests:**

- Delivering books to our homebound patrons and visiting with them  
PALS Program
- Tidying up the book shelves
- Picking up donations from donors' homes and taking them to the library
- Repairing books or other materials
- Checking shelves to make sure each book is in order
- Making posters, displays, flyers, etc.
- Telling stories or presenting puppet programs for children
- Teach or assist in computer classes
- Short-term Project: (specify project)  
\_\_\_\_\_
- Branch Library Support: (specify project)  
\_\_\_\_\_

**Your Availability:**

Monday \_\_\_\_\_ Thursday \_\_\_\_\_  
 Tuesday \_\_\_\_\_ Friday \_\_\_\_\_  
 Wednesday \_\_\_\_\_ Saturday \_\_\_\_\_

Best time of day:  Morning  Afternoon  Evening

Where would you like to be assigned?  Branch: \_\_\_\_\_  Main Library

How long do you plan to serve as a volunteer for the Library? \_\_\_\_\_

Within the past ten years, have you been convicted of a crime or released from prison?  Yes  No

If YES, please state the date, place and nature of the offense(s). *Volunteer applicants must consent to a criminal history check by the Texas State Patrol.*

**Confidentiality Agreement:**

I understand that it is the policy of the Tom Green County Library to protect the privacy of those who use the Library. I agree to hold all information about patrons in complete confidence and to access this information only in the course of performing my volunteer assignments. In addition, I understand that a breach of confidentiality is grounds for dismissal from the Library's Volunteer Services Program.

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

<p><b>FOR LIBRARY STAFF USE:</b></p> <p><b>PLACEMENT:</b> Location: _____ Position: _____ Date: _____</p> <p><b>SUPERVISOR:</b> _____</p> <p><b>COMMENTS:</b> _____</p> <p><b>DATE RESIGNED:</b> _____</p>
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