

**Application for Volunteers  
Clermont County Public Library**

Please print

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

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

Home phone: \_\_\_\_\_ Bus. phone: \_\_\_\_\_

Do you have a valid Ohio driver's license? \_\_\_\_\_

Days and hours available to volunteer: \_\_\_\_\_

How many hours a week are you willing to volunteer? \_\_\_\_\_

Location preference: \_\_\_\_\_

Special skills: \_\_\_\_\_

Areas of interest: \_\_\_\_\_

Why are you interested in volunteering? \_\_\_\_\_

\_\_\_\_\_

Highest level of education completed? \_\_\_\_\_

Previous job experience: \_\_\_\_\_

\_\_\_\_\_

Can you provide references? \_\_\_\_\_

Have you ever been convicted of a crime? If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Volunteer tasks are assigned on the basis of library needs and requirements. If the assigned tasks are not completed to library standards, then the volunteer relationship can be terminated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If under 18, parent or guardian must sign: \_\_\_\_\_

### **Volunteer Emergency Contact Information**

Do you have any health related restrictions or physical limitations that might affect the work that you can do? If yes, please explain.

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Person to be called in case of an emergency:

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Phone:

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**Volunteer Skill/Interest Inventory**  
Indicate those areas that pertain to you.

**Volunteer name:** \_\_\_\_\_

**Arts/crafts**

- Art exhibits
- Calligraphy
- Crafts
- Displays/bulletin boards
- Photography/video
- Writing

**Office work**

- Answering phones
- Clerical work
- Mailings
- Photocopying
- Record keeping
- Telephoning

**Program support**

- Book discussion
- Book mentoring
- Drama/theater arts
- Animals
- Music
- Present educational programs
- Storytelling
- Travel experience

Other

**Computer Skills**

- Database searches
- Data entry
- Spreadsheet experience
- Word processing
- Email

What software are you familiar with: \_\_\_\_\_

\_\_\_\_\_

Other skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Library**

- Adopt-a-shelf
- Clean books
- Creating book lists
- Opinion surveys
- Shelving

**Hobbies**

- Carpentry
- Plant care
- Handyman skills
- Sewing
- Upholstery

**Reference Form for a Volunteer Position with  
the Clermont County Public Library**

Name of potential volunteer: \_\_\_\_\_

Person contacted: \_\_\_\_\_ Business: \_\_\_\_\_

Business phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

**All information that you provide us will be regarded as confidential.**

How long have you known the applicant? \_\_\_\_\_

In what capacity do you know the applicant? \_\_\_\_\_

Please describe the traits of the applicant. \_\_\_\_\_

\_\_\_\_\_

Please comment on the applicant's reliability and dependability. \_\_\_\_\_

\_\_\_\_\_

Would you recommend this applicant for placement in a volunteer position in our organization? \_\_\_\_\_

Is there any other information that would be helpful to us in considering this applicant relevant to the volunteer opportunity? \_\_\_\_\_

\_\_\_\_\_

Signature of person completing reference: \_\_\_\_\_

Date: \_\_\_\_\_

### Permission to Perform a Background Check

I hereby allow the Clermont County Public Library to perform a check of my background, including:

Driving Record

Past Employment/Volunteer History

Personal References

Criminal Record

I understand that I do not have to agree to this background check, but that refusal to so may exclude me from consideration for some types of volunteer work.

I understand that information collected during this background check will be limited to that which is appropriate in determining my suitability for particular types of volunteer work and that all such information collected during the check will be kept confidential.

I hereby also extend my permission to those individuals or organizations contacted for the purpose of this background check to give their full and honest evaluation of my suitability for the described volunteer work and any such other information that they deem appropriate.

Printed name:

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Signature:

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Date:

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