

Shippensburg Public Library
VOLUNTEER APPLICATION

We appreciate your offer to volunteer your time and talents to the Shippensburg Public Library. Please complete this application (both sides) and bring it to the library or mail it to: Volunteer Services, Shippensburg Public Library, 73 W. King St., Shippensburg, PA 17257. For more information on volunteering, call the library at 717-532-4508 or email shippensburg@cumberlandcountylibraries.org.

PLEASE PRINT

Name: _____ Date of birth: ____/____/____
Last First MI (Optional)

Address: _____
Street City Zip Code

Home phone: _____ Work phone: _____

E-mail: _____

Emergency contact: _____ Relationship: _____

Home phone: _____ Work phone: _____

Current employer & occupation: _____

Are you a student? _____ If yes, what grade? _____
(Volunteers who are 12-17 years old must have a parent or guardian's signature.)

Volunteer preferences include: ____ Events ____ Short-term Project(s) ____ Regular, Ongoing Projects

What frequency are you looking to volunteer? ____ One-time ____ Weekly ____ Monthly

When would you prefer to volunteer? (Check all that apply)

Weekdays: ____ Morning ____ Afternoon ____ Evening

What day(s): _____

Saturdays: ____ Morning ____ Afternoon

Following is a brief description of the volunteer opportunities offered at the library. Training is provided for all volunteer positions. Please put a check mark by any of the areas that interest you.

Adult Program Volunteer: assist with adult programming needs before/during/after scheduled events

Youth Services Volunteer: assist with Youth Services programming needs before/during/after scheduled events

Library Materials Volunteer: assist with the maintenance and cleanliness of our library materials, creating a high-quality environment for our library patrons

Computer Assistant Volunteer: assist with educating patrons on the use of our library computers. This volunteer will provide aid, as needed, for computer questions that may arise

Book Sale Volunteer* (must also be a member of the Friends of Shippensburg Public Library): assist with book sales, providing support for the Friends of the Library

STAR Volunteer* (in coordination with the STAR Coordinator): assist the STAR (Services to Adult Readers) program, which provides adult homebound readers with a free personalized selection and delivery of offered library materials

Please list any paid or volunteer library experience:

Please describe the skills, education, interests or training you would like to use as a volunteer at the library:

If you are looking to fulfill an educational or community services requirement with your volunteer work, please describe.

If you have skills or interests not listed on this application, please list them here and feel free to discuss them with us in your personal interview.

Please list two non-related, adult references:

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Phone: _____ Phone: _____

Have you ever been convicted of a crime, excluding misdemeanor and summary offenses, which has not been annulled, expunged, or sealed by the court? A "yes" response does not automatically disqualify your application.
_____ Yes _____ No

If yes, indicate the offense, its date, location, and disposition

*Adults: Do you have your PA criminal history and Child abuse clearances? _____

Notice to Volunteer Applicant:

I authorize the Shippensburg Public Library to verify information given on this application. I authorize the individuals listed on the application (unless so noted) to provide information requested about me and I release them from all liability for damage in providing this information. I understand that volunteer position I will have a trial period of 1 month to determine if the position is suitable for both the Shippensburg Public Library's needs and my skills or interests. If a vacancy is not available, I understand that my application will be kept on file for six months should a future vacancy occur.

Signature: _____

If under 18, Parent/Guardian Signature: _____

Date: _____

OFFICE USE ONLY: Placement _____ Date _____