

## Volunteer Application

Volunteer positions are available, with preference given to residents of Bloomfield Township.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**I want to volunteer because:**

- I need \_\_\_\_\_ volunteer hours as a school requirement to be completed by \_\_\_\_\_ (date)
- I need court community service hours. I need \_\_\_\_\_ hours completed by \_\_\_\_\_ (date)
- I am working on a Scout badge.
- Other: \_\_\_\_\_

**These are the hours I am available to volunteer:**

Days of the week	Morning	Afternoon	Evening
Monday	Start at 10 a.m.		End at 8 p.m.
Tuesday			
Wednesday			
Thursday			
Friday			Library closes at 6:30 p.m.
Saturday			Library closes at 5:30 p.m.
Sunday	Library opens at noon		Library closes at 5:30 p.m.

**Possible Assignments – (Check as many as interest you):**

- Library Shop Clerk, where we sell used books and gift items  
*-Please provide birth date and driver's license number for background check:*  
 \_\_\_\_\_
- Indoor or outdoor clean up
- Hospitality (greeting, helping with special events)
- Library Program Assistance
- Friends of the Library assistance: sorting books, set up/take down for the Second Saturday Sales, cashiering and helping patrons find books at the sale.
- Other (Please elaborate): \_\_\_\_\_

**PLEASE NOTE - READING TO CHILDREN IS NOT AVAILABLE**

**PLEASE TURN OVER** 

**Education:**

Presently attending: \_\_\_\_\_ Grade: \_\_\_\_\_

Graduated from: \_\_\_\_\_ Year: \_\_\_\_\_

College or other training: \_\_\_\_\_

**Work/Volunteer Experience:**

Employer: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Duties: \_\_\_\_\_

Past volunteer experience:

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

**Skills (Computer, crafts, or others):**

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

**Authorization to Release Information**

We appreciate your interest in volunteer opportunities with Bloomfield Township Public Library. As part of our normal procedure, we may perform a routine inquiry into your background based on the information you have provided us. Please read the following statement carefully and indicate your agreement by signing below.

To Whom It May Concern:

I hereby authorize Bloomfield Township Public Library or other authorized representatives of the Employer, within one (1) year from the date hereof, to obtain any information in your files pertaining to my employment, law enforcement record, or educational records, including, but not limited to, academic, achievement, attendance, criminal, personal history and disciplinary records. I hereby direct you to release such information upon request of BTPL or its authorized representative. I hereby release BTPL and any authorized representative, as the custodian of such records, and any school, college, university, or other educational institution; law enforcement agency; or other business establishment, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages whatsoever, which many at any time result to me, my heirs, or associates because of BTPL's request for and/or review of records described in this Authorization to Release Information. Should there be any questions as to the validity of this Release, you may contact me.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Full Name- Signature