



# WadsworthLibrary

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[www.wadslib.com](http://www.wadslib.com)

## Volunteer Application

Date \_\_\_\_\_

Last Name

First Name

Middle Initial

Street Address

City/State

Zip Code

Telephone (day) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Email Address \_\_\_\_\_

Age (if younger than 18) \_\_\_\_\_

### **EDUCATION:** (Highest Level)

Grammar School \_\_\_\_\_ High School \_\_\_\_\_ Technical School \_\_\_\_\_ College \_\_\_\_\_

College Degree(s) or Professional Training in \_\_\_\_\_

**PREVIOUS WORK OR VOLUNTEER EXPERIENCE:** \_\_\_\_\_

Do you have experience in:

Word Processing Software      Yes \_\_\_\_\_      No \_\_\_\_\_

Spreadsheet Software      Yes \_\_\_\_\_      No \_\_\_\_\_

Internet Skills / email      Yes \_\_\_\_\_      No \_\_\_\_\_

Briefly describe any of your additional skills that may be helpful to the library

Often the work that we have for volunteers includes shelving and related activities. Please list any limitations you have involving standing, bending, reaching or light lifting for extended periods of time.

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In which of these areas would you be willing to work?

- \_\_\_ Cleaning and repair of library materials
- \_\_\_ Gardening, weeding and outdoor yard maintenance
- \_\_\_ Photo-copying, paper-cutting, etc.
- \_\_\_ General clerical – filing, alphabetizing, book processing
- \_\_\_ Carrying books to basement, breaking down boxes
- \_\_\_ Indoor cleaning and dusting

**AVAILABILITY:** [ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday [ ] Saturday

Mornings \_\_\_\_\_ Afternoons \_\_\_\_\_

Hours per week \_\_\_\_\_ On Call \_\_\_\_\_ Flexible \_\_\_\_\_

**REFERENCES:** (can include for other volunteer experiences – church, school, hospital, etc.)

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

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### COMMUNITY SERVICE VOLUNTEERS

Are you applying to do court-ordered Community Service volunteering? \_\_\_\_\_

How many CS hours do you need to complete? \_\_\_\_\_ By when? \_\_\_\_\_

Who is your CS contact? \_\_\_\_\_ Court \_\_\_\_\_

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PLEASE NOTE: applications are considered in relation to our current needs and schedule. If an opening is available, a staff member will contact you for an interview. Thank you for your interest in Wadsworth Library!

For staff use: Approved by \_\_\_\_\_ Date \_\_\_\_\_