



# 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 \_\_\_\_\_

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 with:

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

The work we have for volunteers may include shelving and related activities. Please mention any limitations you may have in standing, bending, reaching or light lifting for extended periods of time.

What would you be willing to do?

Clean and repair library materials

Gardening, weeding and outdoor yard maintenance

[over]

- \_\_\_ 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 ones from other volunteer experiences, church, school, hospital, etc.)

Name \_\_\_\_\_ Name \_\_\_\_\_

Address/email \_\_\_\_\_ Address/email \_\_\_\_\_

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

**SUNY Geneseo VOLUNTEERS**

Are you applying to do course-related volunteering/work experience? \_\_\_\_\_

Name of course \_\_\_\_\_

Professor/Dept. \_\_\_\_\_

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

Type of volunteering required \_\_\_\_\_

**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 \_\_\_\_\_

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 \_\_\_\_\_