

Date _____

VOLUNTEER APPLICATION

1515 YOUNG STREET • DALLAS, TEXAS 75201 • 214-670-1789

Name	_____	_____	_____	_____
	Last	First	Middle	Date of birth
Address	_____	_____	_____	_____
	Street	City	State	Zip
Telephone	_____	Telephone	_____	_____
	Home		Other	
Fax number	_____	E-mail	_____	_____
Driver's License number	_____	State issued	_____	_____
Current employment or school attending	_____			

Position/Title _____ Duties include _____

Check last grade of school completed 1 2 3 4 5 6 7 8 9 10 11 12

Diploma GED List any degrees _____

Special interests, skills, or hobbies _____

Have you volunteered before? _____ If so, where and for how long? _____

Do you have a current Dallas Public Library card? _____

Do you currently use the Dallas Public Library system? _____ If so, which location? _____

Who referred you to the library? How did you hear about us? _____

Indicate preferred library for volunteer assignment. _____

What can you do for the library? _____

1. Are you volunteering for: A special event? If so, what event? _____
 Community outreach Court-ordered Community Service

2. Are you volunteering: By yourself? With a group? If so, what group? _____
 With your school/company? If so, what school/company? _____

Physical limitations? (List) _____

Indicate any languages (other than English) you can speak or write. _____

Have you ever been accused or convicted of a felony or misdemeanor other than minor traffic violations? (Drunk, reckless, or hit-and-run driving are not minor violations.) Yes No Include any convictions by military trial. (List)

Are you presently under charges for a felony or misdemeanor? Yes No

Have you ever been on probation? Yes No

Emergency contact _____ Relationship _____

Telephone numbers _____
Home number _____ Other _____

List two references.

If a student, list teacher or counselor as a third reference. 1. _____
2. _____
3. _____

I AM AVAILABLE FOR VOLUNTEER SERVICE:

Check all times that apply.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 – 12 Morning	closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 – 5 Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 – 9 Evening	closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	closed	closed

I have volunteered my services to the Dallas Public Library, a Texas nonprofit organization. I hereby release the Dallas Public Library/the City of Dallas and its officers, directors, employees, advisors, agents, patrons, and volunteers from any liability for any loss, cost, or damage to me or my property arising out of or in connection with my activities and/or time spent at the Dallas Public Library or in connection with any other volunteer work.

Consent for background check for those volunteering with minors.

I hereby give my permission for the Dallas Public Library to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agency, may include arrest and conviction data as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for volunteer positions within this program. I also understand that as long as I remain a volunteer, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification if I dispute the record as received.

Signature

Signature of parent/guardian (for applicants under 18 years of age)

Please read the following statement, and sign on the Volunteer Signature line.

As a volunteer for the Dallas Public Library, I agree to:

- be prompt and reliable in reporting for my scheduled work period and to provide the Library with an accurate record of my hours worked by signing in and out on the Volunteer Hours sheet;
- notify my assigned supervisor if I am unable to report to work as scheduled;
- dress appropriately for my assignment, remembering that even though I am a volunteer, I represent the Dallas Public Library;
- respect the Library’s patrons by being friendly and cooperative with them and to guide them to a staff member if necessary;
- respect the function of the Library’s staff and to contribute to maintaining a smooth working relationship between myself and the staff
- carry out my assignments in good spirit and to seek the assistance of my supervisor or another staff person whenever I have a question or have completed a project;
- exercise caution when acting on the Library’s behalf in any situation and to protect the confidentiality of all information relating to the Library;
- accept the Library’s right to dismiss me for poor performance of my duties or for poor attendance.
- I interpret volunteer to mean that I have been accepted as a “partner-in-service” and I expect to do my work in accordance with the same standards as permanent City of Dallas employees.
- I pledge to maintain an attitude of open-mindedness, to be receptive to training and to uphold a professional attitude. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done and to the public.

Volunteer signature

Date

Witness signature

The Dallas Public Library staff will make every effort to ensure that your volunteer experience is convenient, enjoyable, and productive. If, for any reason, you wish to change your assignment, please contact your on-site supervisor or the Library’s Volunteer Coordinator for a reassignment.

Thank you for volunteering at the Dallas Public Library!

FOR OFFICE USE ONLY:

- | | |
|---|---|
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Dress code |
| <input type="checkbox"/> Schedule | <input type="checkbox"/> Parking validation |
| <input type="checkbox"/> Badge | <input type="checkbox"/> Library card |
| <input type="checkbox"/> Volunteer Hours Form | <input type="checkbox"/> Give business card |
| <input type="checkbox"/> Community Service Form | <input type="checkbox"/> Review availability |
| <input type="checkbox"/> Punctuality | <input type="checkbox"/> Verify telephone numbers and legibility of application |
| <input type="checkbox"/> Lunch/breaks | <input type="checkbox"/> Background check required |

Placement positions discussed

Category	Referral	Hours needed
Deadline		Start date
1 st placement	2 nd placement	3 rd placement
Data entered	Release date	Reason for release

NOTES: