

# Adult Volunteer Application

## St. Charles Public Library

This form is for **adult** applicants. [High school applications](#) may be found online & at the Circulation Desk. Middle school students may apply in [Youth Services](#) for the Junior Friends program. If you need to complete service hours, check the [Community Volunteer Opportunities](#) page online.

**Library Staff:** Please forward completed applications to **Outreach Services.**

Name

Date:

Street Address

Birthday: \_\_\_\_Month \_\_\_\_ Day

City \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Phone

Emergency contact:

Phone

**Skills and Experience:** (Please check all that apply)

Familiarity with our on-line catalog

Office computer skills (please list)

Audio Visual Use (please circle all that apply: CD player, DVD player, mp3 player, digital recorder, \_\_\_\_ other \_\_\_\_\_)

Library experience

Other skills or interests

**Availability:** (Please check all that apply)

Regularly (\_\_\_\_weekly or \_\_\_\_monthly)

Other (please explain)

**Time Preferred** (be as specific as possible):

Weekday mornings

Weekday afternoons

**Commitment Anticipated:** \_\_\_\_Six months or more \_\_\_\_Less than six months \_\_\_\_Unsure

**(Continued on reverse)**

## Previous work and/or volunteer experience

### Volunteer Interest

Please indicate which of the possible volunteer areas might interest you. You may check more than one.

\_\_\_ Handling materials:

\_\_\_ Ensure items on shelves are in correct order and tidy

\_\_\_ Shelve DVDs

\_\_\_ Assisting book selectors to maintain parts of the collection

\_\_\_ Recording for visually impaired patrons

\_\_\_ Building/property maintenance

Other areas of interest:

### Comments:

### References:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

The Library strives to place every applicant. Volunteer opportunities are limited, however. Applications are reviewed, references contacted, and Library staff surveyed for needs to see if a match is possible. For more information, email [Jean Langlais](#) or call 630-584-0076, ext. 219. If you would like to work on book sales, contact [Merilee Curtis](#) at ext. 240 about becoming a [Library Friend](#).

For Office Use Only:

Contacted \_\_\_\_\_

Assignment \_\_\_\_\_