



Application for Adult Library Volunteer

Kirkwood Public Library

140 E. Jefferson, Kirkwood, MO 63122, 314-821-5770

For Office Use Only

Background Check _____

Placement Location _____

Placement Date _____

The Mission of the **Kirkwood Public Library's** volunteers is to provide assistance to the staff in every area of operations while also providing quality customer service to patrons in a professional manner.

Prospective volunteers will receive consideration without discrimination due to race, creed, color, sex, age, national origin, handicap or veteran status. Submitting an application does not guarantee placement as a Library volunteer. Incomplete applications will not be considered for review. All applicants 18 years and older are required to also complete a background check (see attached form), which is paid for by the Library. All information supplied to the Library is kept confidential.

Last Name	First	Middle	Date				
Street Address	City,	State	Zip Code				
Contact Numbers			<input type="checkbox"/> Primary <input type="checkbox"/> Alternate				
E-mail Address							
Why are you interested in Volunteering? <input type="checkbox"/> School <input type="checkbox"/> Personal desire to volunteer <input type="checkbox"/> Other _____ <input type="checkbox"/> Mandated community service - # hours required? _____ by: (date)_____			Have you volunteered for the Library Previously? <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, When/Where?				
Availability:							
Day	Sun	Mon	Tue	Wed	Thur	Fri	Sat
From							
To							

Are you able to stand for long periods of time? ☐ Yes ☐ No

How much are you capable of lifting? ☐ 10 lbs. ☐ 20 lbs. ☐ 40 lbs.

What skills and interests are you willing to share through volunteer service? (Check all that apply)

☐ General Library Volunteer (Straightening, organizing and cleaning within the library, materials preparation such as cutting, stamping, etc., preparing mailings, creating displays, assisting in planning and/or working at events, summer reading program registrations and awarding prizes)

☐ Special Event Volunteer

☐ Homebound Volunteer (deliver library materials to homebound patrons; valid driver's license and access to insured car required)

Highest Level of Education completed? ☐ Current High School Student ☐ High School or Equivalent ☐ AA ☐ BA/BS

☐ MA or above

What are your interests, hobbies or extra-curricular activities? _____

Tell us about your work and/or volunteer history:

Company Name	Telephone
Address	Supervisor Name
State job title and describe your work.	Length of Service

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State job title and describe your work.	Length of Service

References

List two references, other than relatives or significant others:

1. Name _____ Phone _____
How known? _____ How long? _____
2. Name _____ Phone _____
How known? _____ How long? _____

Emergency Contact Information

Name _____ Phone _____
Relationship _____ Preferred hospital _____

Have you ever been convicted of a felony? ☐ No ☐ Yes - If yes, please elaborate. _____

I certify that I have answered and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that information contained on my application will be verified by the Kirkwood Public Library and that misrepresentation or omissions may be cause for my immediate rejection as an applicant or my termination as a volunteer.

Your signature _____ Date _____

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