

Teen Volunteer Application

All Library volunteers must submit an application. Thank you for applying!



1. PERSONAL INFORMATION *(Type or print clearly)*

Last Name	First Name	Middle Initial	
Street Address	City	State	ZIP
Email Address	Primary Phone	Best way to contact you?	
Driver's License Number	State Issued	Date of Birth (MM/DD/YY)	YOUTH (12-17)
Current Employer (If any)	Emergency Contact Person	Emergency Contact Phone	

2. ADDITIONAL INFORMATION

Do you have any conditions or limitations which will require special arrangements? If so, please specify:

3. CATEGORY *(Check one and give additional information if applicable)*

VALUE	Regular volunteer who donates their time, skills and knowledge to the Library.
CREDIT	For credit or service hours for school clubs, Boy Scouts, church, housing, college internships, etc. <i>The Library cannot guarantee placement or completion of hours by the deadline.</i> Agency Name: _____ Hours Needed: _____ Deadline: _____
COMM SVS	For court mandated community service hours. <i>The Library cannot guarantee placement or completion of hours by the court deadline.</i> Agency Name: _____ Hours Needed: _____ Deadline: _____
FINE	To repay personal Library fines <i>Limit two (2) fine repayments per volunteer every ten (10) years.</i> Fine Amount: _____ Card Number: _____
CARD	For a Nonresident Volunteer card, when MetroPAC, TexShare, Student or Donor privileges do not apply. <i>Card issued after hours completed and good for one year from that date. 100 hours.</i>

4. AVAILABILITY *(Check all that apply)*

	CLOSED	CLOSED	TUES 10 AM-8 PM	WED 10 AM-5 PM	THURS 10 AM-8 PM	FRI 10 AM-5 PM	SAT 10 AM-5 PM
Morning							
Afternoon							
Evening							

Return completed applications to Cristina Winner, Director at Crowley Public Library,
Email cwinner@ci.crowley.tx.us Fax 817-297-1554 Phone 817-297-6707 Web www.ci.crowley.tx.us

Volunteer Application, Page 2 of 2

5. PLACEMENT

The Library has many areas to work in. These include Children, Teens and Adult Services List your top 3 choices:

1. _____ 2. _____ 3. _____

Do you have any skills, interests, or experience that will help us place you? Please list:

____ Tech Help	____ Special Events	____ Filing/Organizing
____ Greeter/Information	____ Children's story time/crafts	____ Phones
____ Reading the Shelves	____ Summer Reading Program	____ Homework tutor

6. REQUIREMENTS

Crowley Public Library volunteers must complete an application to be considered, and must be minimum age 12 years old. Applicants age 12-17 years old (minors) must have a Parent/Guardian sign the application. Applicants age 18 years and older are subject to a criminal background check. Applicants with a theft, violent or sexual offense in their background are disqualified to volunteer at the Library. Submitting an application does not guarantee placement.

7. APPLICANT CERTIFICATION

I give permission to the City of Crowley to inquire about my qualifications and/or character. I understand that the information requested is for the purpose of a background/reference check; and this check may be made by phone, writing, or via the internet and may include present and past employers, motor vehicle, and police records.

I also authorize employers and any person who may have information concerning me and my background to furnish such information to the extent allowed by law and for the intended purpose of my application to perform as a volunteer for the City of Crowley, and hereby consent to the release of such information.

I certify that all information contained on this application and given at time of interview is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, omissions or falsifications will result in my removal from volunteer consideration or dismissal if placed.

As a volunteer I agree to perform, to the best of my ability, the tasks as outlined in my job description or the tasks established by my supervisor; report to work on time, when scheduled, and if unable, to call my supervisor; to accept supervision, maintain confidentiality, observe stated goals, and objectives; and give my supervisor adequate notice before termination as a volunteer.

As a volunteer, I understand that the City does not provide volunteers with employee benefits, accident insurance, death benefits, and workers compensation benefits for medical treatment or salary replacement for lost time due to injury; nor does the City carry commercial general liability insurance covering volunteers.

As a volunteer, I understand that I will be provided adequate workspace when and where applicable; and ongoing supervision, evaluation, and training.

Applicant Signature

Date

Parent/Guardian Signature (If applicant is under 18 years old)

Date

Library Use Only

Unit Where Applied:	Unit Supervisor Initials:	Date:	Memo:
Received in Office:	Entered:	Office Initials:	
Background Check:	Approved	Disqualified	
			Date:

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Email cwinner@ci.crowley.tx.us **Fax** 817-297-1554 **Phone** 817-297-6707 **Web** www.ci.crowley.tx.us

Crowley Public Library
VOLUNTEER COMMITMENT

Crowley Public Library depends on volunteers every day. As part of the Library team, volunteers make a commitment to Library policies, including:

Library Mission

The Crowley Public Library's mission is to welcome and support all people in their enjoyment of reading and recreational materials, and their pursuit of learning and information.

Purpose of the Volunteer Program

The volunteer program helps Library staff provide quality services to all Library customers. Volunteers are to compliment and assist the staff.

Volunteer Requirements & Responsibilities

DO

- Complete all Volunteer Forms
- Maintain the confidentiality of Library customers
- Provide normal care and operation of equipment, facilities and Library materials
- Comply with the Library Dress Code
- Arrive at assigned shifts ready to complete assigned task(s)
- Notify your Supervisor when you will be late or absent from an assigned shift
- Wear a volunteer name badge during your shift
- Be dependable and willing to complete assigned tasks

DO NOT

- Disclose confidential information
- Assume tasks outside your assigned duties
- Report for your duties under the influence of alcohol or drugs
- Discuss problems or make criticisms in front of Library customers or citizens
- Eat, drink or chew gum while working in the public service areas
- Do personal work during your shift
- Engage in any disruptive behavior such as personal visits, phone use, or leaving your work area without permission

I understand the responsibilities and requirements listed above, and will commit to a professional representation of the Library.

Volunteer Signature

Date

Name (Please Print)

Branch/Unit Where Assigned