

For Office Use Only

Date received: _____

Background Check: _____

Placement Location: _____

Placement Date: _____

APPLICATION FOR LIBRARY VOLUNTEER**Wichita Public Library****711 West 2nd Street****Wichita, KS 67203**

The mission of the Wichita Public Library Volunteer Program is to provide assistance to staff in all areas of operation while additionally providing quality customer service to Library patrons in a professional manner.

All volunteer applicants will be considered without discrimination due to race, creed, color, sex, age, national origin, gender, physical disability, or veteran status. Application submission does not guarantee placement as a library volunteer. Applicant's location preference will be taken into account; however, if a volunteer opportunity is not available in that location, an available alternative location will be offered. Applicants will not be obligated to accept the alternative placement. Volunteers must be at least twelve years of age or ready to enter the seventh grade.

The following information will assist staff in making the most appropriate volunteer placement. An interview will be arranged after the completed application is returned. Thank you for your interest in volunteering with the Wichita Public Library.

Name	First	Last					
Contact #	This is my <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Other _____ Telephone ()		This is my <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Other _____ Telephone ()				
Address	Street Address	City	State	Zip Code			
Email				Date of Birth (MM/DD/YYYY) / /			
Age	<input type="checkbox"/> Minor (under age 18) <input type="checkbox"/> Adult (age 18+) (must complete background form)						
Do you have any relatives who work for the Library? Yes _____ No _____ If yes, please list name(s) and location(s) _____							
Why do you want to volunteer at the Library?							
Time Commitment Frequency		Number of Hours per Week					
<input type="checkbox"/> Short term (less than 2 mos.)		<input type="checkbox"/> 1-2 hours per week					
<input type="checkbox"/> Long term (more than 2 mos.)		<input type="checkbox"/> 3-4 hours per week					
<input type="checkbox"/> Regular weekly schedule		<input type="checkbox"/> 5-6 hours per week					
<input type="checkbox"/> Sporadically/Events only		<input type="checkbox"/> more					
When are you available to volunteer?							
Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
How did you hear about the Library's volunteer opportunities?							

What type of volunteer responsibilities would you prefer?

<input type="checkbox"/> Shelving materials	<input type="checkbox"/> Finding books from a list	<input type="checkbox"/> Making home deliveries
<input type="checkbox"/> Repairing books	<input type="checkbox"/> Copying and folding	<input type="checkbox"/> Assisting with library events
<input type="checkbox"/> Cleaning book covers	<input type="checkbox"/> Cutting paper	<input type="checkbox"/> Distributing posters to businesses
<input type="checkbox"/> Sorting books on cart	<input type="checkbox"/> Unpacking deliveries	<input type="checkbox"/> Select books for homebound patrons
<input type="checkbox"/> Filing registration cards	<input type="checkbox"/> Assisting with Technology	<input type="checkbox"/> Other _____

What skills do you have that would be relevant to volunteering at the library?

<input type="checkbox"/> Art	<input type="checkbox"/> Computer (list please) _____
<input type="checkbox"/> Keyboard	<input type="checkbox"/> Alphabetizing <input type="checkbox"/> Other _____
<input type="checkbox"/> Clerical	<input type="checkbox"/> Good with people <input type="checkbox"/> Other _____
<input type="checkbox"/> Organizing	<input type="checkbox"/> Languages <input type="checkbox"/> Other _____

Do you prefer to volunteer at a specific Wichita Public Library location? (you may check more than one)

<input type="checkbox"/> Advanced Learning Library 711 W. 2 nd	<input type="checkbox"/> Alford Branch 3447 S. Meridian	<input type="checkbox"/> Maya Angelou Northeast Branch 3051 E. 21 st St.
<input type="checkbox"/> Evergreen Branch 2601 N. Arkansas	<input type="checkbox"/> Linwood Branch 1901 S. Kansas	<input type="checkbox"/> Rockwell Branch 5939 E. 9 th
<input type="checkbox"/> Westlink Branch 8515 Bekemeyer	<input type="checkbox"/> Friends of the Library 711 W. 2 nd	

What previous work and/or volunteer experience do you have?

References (please list two references who are not relatives)

Name	Telephone ()
Address	Relationship to you
Name	Telephone ()
Address	Relationship to you

I certify that the information provided on this application is true to the best of my knowledge.
 I understand that I am not guaranteed an interview or assignment to a volunteer position at the
 Wichita Public Library.

Signature _____ Date _____

If under the age of 18, a parent/guardian must also sign.
 I give my permission for my child to volunteer at the Wichita Public Library.

Signature _____ Date _____

Please send completed applications to:
By Postal Mail: Wichita Public Library
 711 West 2nd
 Wichita, KS 67203
By Fax to: (316) 262-2562
By Email to: admin@wichitalibrary.org