

ARCADIA PUBLIC LIBRARY

Volunteer Application Form



Thank you for your interest in volunteering at the Arcadia Public Library. We have a variety of volunteer positions for a variety of ages and skills. Please note:

- Volunteers must be 13 years of age or older.
- Volunteers are required to be fingerprinted and background checked prior to beginning volunteer work. This will be arranged at no cost to you.
- The Library is unable to accommodate court appointed community service hours.
- A minimum of a six-month commitment to volunteering at the Library is required.
- There is a separate application process to be a Teen volunteer for the Summer Reading Program. Please check with the Children’s Services Section for more information

1. Check the activities or areas that most interest you. Visit the Library Volunteers page at www.ArcadiaCa.gov/library for descriptions.

- | | |
|---|---|
| <input type="checkbox"/> Assisting Staff with Clerical Tasks & Special Projects | <input type="checkbox"/> Children’s Room Volunteer |
| <input type="checkbox"/> Special Event Assistant | <input type="checkbox"/> Teen Advisory Group (TAG) |
| <input type="checkbox"/> Computer Assistance (Adult) | <input type="checkbox"/> Teen Zone Assistant (Teens) |
| <input type="checkbox"/> Account Services (Front Desk) Volunteer | <input type="checkbox"/> English Conversation Class Tutor |
| <input type="checkbox"/> International Film Assistant (Adult) | <input type="checkbox"/> Friends of the Library |
| <input type="checkbox"/> Delivering books to the homebound (must be 21 years of age or older) | |

2. Indicate all days and times available: (Example: Mon. 3-6 p.m.)

The Library is open Monday – Thursday, 10 a.m. to 9 p.m.; Friday & Saturday, 10 a.m. to 6 p.m.

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

3. Please fill out the personal information below.

Last Name	First Name	Middle Initial	Driver’s License
Address	City	State	Zip Code
E-Mail	Home Phone	Mobile Phone	Other
Emergency Contact	Relationship	Phone	

If you are under 18, what is your age:_____ (Note: You must be at least 13 years old to volunteer.)

Preferred pronoun: (Example: she/her/hers, he/him/his, other) _____ (Optional)

Why are you interested in volunteering at the Arcadia Public Library?

Please identify any education, previous employment, or volunteer work, you feel are relevant:

Special Skills, Training, Languages, Interests, Hobbies, and Talents:

Are you fluent in any languages other than English? If so, what language(?):

I hereby certify that the information set forth in this application is true and complete to the best of my knowledge. I understand that if I become a volunteer for the Arcadia Public Library, falsified statements made on this application shall be considered cause for dismissal from the program.

Signature

Date

A parent signature is required for those under 18 years of age.

Parent Signature

Date

Thank you for your interest in volunteering at the Arcadia Public Library. All information *you provide is kept strictly confidential and is for the use of the Volunteer Program only. All applications are kept on file for 6 months and positions are filled as needed. If, after 6 months, you have not heard from the Library, please submit another application, letting us know that you are still interested.*

Applications and descriptions of volunteer positions are available on the Library's website www.ArcadiaCa.gov/library. Paper copies of the application are available at each of the public service desks in the Library. Applications can be submitted through the Library's website or turned in to any of the public service desks at the Arcadia Public Library.