

Application for Volunteer Position

Ela Area Public Library
275 Mohawk Trail
Lake Zurich, IL 60047
847/438-3433 www.eapl.org

Directions: Answer each question below accurately. Please print or type.

Volunteer Works Number _____

Volunteer Application Information

Application Date _____

Name _____ Telephone Number(s) _____ (day)

Street Address _____ Apt/Unit# _____ (evening)

City _____ State _____ Zip Code _____

May we contact you at your email address? (circle one) No Yes Date of birth _____ month _____ day

My email address is _____

Date to start volunteer work _____

Are you interested in one-time/short-term volunteer assignments? (circle one) Yes No

Are you interested in on-going/long-term volunteer assignments? (circle one) Yes No

Days/Hours Available to volunteer (circle day(s)) *Monday Tuesday Wednesday Thursday*

Friday Saturday Sunday Total hours per week is _____ OR _____ per month

Are you age 18 or older? (circle one) Yes No If no, please list date of birth _____

Emergency Information

Who should we contact in case of an emergency: _____

Relationship: _____

Telephone Number(s) _____ (day) _____ (evening)

Do you have any serious illnesses or allergies we should know about: _____

Volunteer Preferences (circle all that apply):

Clerical Computer Mending books Shelf reading/Shelving books Craft preparation

Working with teens/children Book processing Bringing books to homebound patrons

Weeding materials Working with older adults Gardening Other

(over)

Employment and Volunteer History

Your experience is an important factor in evaluating your qualifications. Please list present or most recent experiences first, including the name of your supervisor.

Name of Business or Organization _____

Address of Business or Organization _____

Name of Supervisor _____ Telephone Number _____

Responsibilities _____

Worked with them from _____ to _____ Was this paid employment? (circle one) Yes No

Name of Business or Organization _____

Address of Business or Organization _____

Name of Supervisor _____ Telephone Number _____

Responsibilities _____

Worked with them from _____ to _____ Was this paid employment? (circle one) Yes No

Additional Skills

Please list any additional skills: speak a foreign language, can translate a foreign language, public speaking experience, completed computer training, etc.

References

Please list two people (not relatives) for references for the volunteer position for which you are applying:

Name

Address

Phone Number

I certify that all statements made in this application are true and complete. I understand that any false answers or misleading statements as well as misrepresentation by omission made by me as part of my application will be sufficient for rejection of my application. I acknowledge that I have read, understand, and agree to the preceding statement.

Signature of Volunteer Applicant _____ Date _____