

Name:	Date:
Address:	Phone (Home):
	Phone (Cell):
	E-mail:
Birth Date (required, for Library use only):	Preferred method of contact:

Your Work Experience:

From-To: _____ Organization _____

Duties: _____

From-To: _____ Organization _____

Duties: _____

From-To: _____ Organization _____

Duties: _____

Your Volunteer Experience:

From-To: _____ Organization _____

Duties: _____

From-To: _____ Organization _____

Duties: _____

From-To: _____ Organization _____

Duties: _____

Your Education: _____

Your Skills & Interests: _____

Why are you interested in volunteering at the Stratford Public Library? Is there a particular area that interests you?

What are your preferences as it relates to volunteering your time?

Regular (monthly, weekly, or daily) Occasional

Preferred day(s): _____ morning, afternoon, evening: _____

During March Break? Yes No

During Summer Months? Yes No

Does the Library currently employ any members of your immediate family?

Yes No

If yes, please indicate by name: _____

How did you learn about Volunteer Services at the Stratford Public Library?

(Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Family, friend, acquaintance | <input type="checkbox"/> Library Social Media |
| <input type="checkbox"/> Library Website | <input type="checkbox"/> Radio Ad |
| <input type="checkbox"/> Event | <input type="checkbox"/> Other |

Name: _____ Date: _____

Check each opportunity that might be of interest to you Minimum Age to volunteer is 14 years Appropriate training is provided for each opportunity * Background Check Required for this assignment			
Weekly			
Library Area	Volunteer Duty	Description	√
Patron Services	Book Collection Maintenance (Shelf-Reader)	<ul style="list-style-type: none"> ensure shelf order of book, movie & music, and magazine collections 	
Custodial Services	Recycling	<ul style="list-style-type: none"> collect and sort recyclable materials for pick up by the city 	
Library Services	Brochure Prep	<ul style="list-style-type: none"> preparing supplies of library program & services brochures 	
	Bulletin Board Maintenance	<ul style="list-style-type: none"> sort, prepare, and post community posters on library bulletin boards 	
Patron & Technical Services	Audio/Video Disc Maintenance	<ul style="list-style-type: none"> check, clean and re-shelve CD/DVD discs; resurface as necessary 	
	Tech Tutor *	<ul style="list-style-type: none"> one-on-one, in-library technology coach 	
Occasional			
Tech Services	Book Mending	<ul style="list-style-type: none"> repair/mend library books 	
Programming	Program Assist	<ul style="list-style-type: none"> assist at various adult, teen or children's programmes 	
Program Specific			
Home Delivery Service * (vehicle required) (flexible frequency)		<ul style="list-style-type: none"> deliver library materials to and from homebound patrons 	
Reading Buddy Program * (4/year) (English or French)		<ul style="list-style-type: none"> one-to-one reading support to school age children 	

References: Please provide two references (i.e. previous agency where you volunteered, an employer or colleague. Please do not include relatives).

Name	E-Mail	Phone	Relationship

Authorization for Collection of Personal Information

I, _____, authorize the Stratford Public Library to collect personal information appropriate to the volunteer position applied for concerning my employment history and volunteer experience, and to verify the character references I have supplied. I understand that any information obtained is kept confidential. I hereby certify that the above information is true to the best of my knowledge, and agree to keep the Library informed of any changes to same. I understand that any willful falsification of information may result in termination of my volunteer assignment.

I hereby authorize the above named referees to provide a reference in connection with this application, and release them from any liability in regard to the same.

Signature: _____ Date: _____

Please return this completed form to the Library, to the attention of Kate Schillings, or call 271-0220, extension 122, for more information

Thank you for offering to volunteer, and please note:

After first checking current applications on file, any further openings are posted on:

- the library bulletin board;
- <http://www.stratford.library.on.ca/volunteer.html>

Applications, while accepted at any time, are:

- processed in the order of receipt, and as openings occur;
- kept on file pending openings for 1 year