



Volunteer Applicants are considered for all described positions without regard to race, color, religion, creed, gender, national origin, disability, marital status or veteran status. If you need assistance or reasonable accommodation during the application process, call (573) 686 8639/ (573) 206 3594.

All applicants will be notified by PBMLD as to whether or not selected for a volunteer position. If you are selected to participate in the interview process, you will be contacted and an interview will be arranged.

Last Name	First	Middle	Date
Street Address			Home Phone
City, State, Zip			Business Phone
E-mail Address			Cell Phone
List states and counties of residence in the past seven years: _____			
Have you ever volunteered with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what month and year _____			
How did you find out about library volunteer opportunities? _____			

Have you used any names other than previously stated? Yes No
If yes, list them:

Availability of Volunteer

Number of hours desired per week _____
 Date available to volunteer _____
 Total hours available each week: _____
 Hours available each day:

	S	M	T	W	T	F	S
--	---	---	---	---	---	---	---

From							
To							

Education

High School Attended: _____	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED			
College/University/Tech School Attended: _____	<input type="checkbox"/> Some Coursework	<input type="checkbox"/> Associates	<input type="checkbox"/> Bachelors	<input type="checkbox"/> Graduate Level

Past Employment Or Volunteer Service
List work or organizational experiences you have had which will assist us in placing you in a volunteer position:

<u>Organization</u>	<u>Address</u>	<u>Phone</u>	<u>Supervisor</u>	<u>Job Title</u>
1.				
2.				
3.				
4.				
5				

Library Volunteer Opportunities
Circle or Check all the boxes that apply to your current skills or interest:

<input type="checkbox"/> Paging/shelving	<input type="checkbox"/> Computer/IT Services	<input type="checkbox"/> Genealogy/History	<input type="checkbox"/> Adult Education
<input type="checkbox"/> Shelf Reader	<input type="checkbox"/> Greeter	<input type="checkbox"/> Building/Grounds Maintenance	<input type="checkbox"/> Special Events
<input type="checkbox"/> Book Sale Attendant	<input type="checkbox"/> Children's Department	<input type="checkbox"/> Book Repair/Processing	<input type="checkbox"/> Audio Visual Services
<input type="checkbox"/> Website	<input type="checkbox"/> Media Outreach	<input type="checkbox"/> One-time projects	<input type="checkbox"/> Other Write in: _____

Computer Skills

While computer skills are not mandatory for the volunteer, the information will help us place you in the library's environment.

Check Proficiency: (Use drop down in online version)	Use daily	Use Occasionally	Have not used
<input type="checkbox"/> Key Boarding	1	2	3
Microsoft Applications:			
<input type="checkbox"/> Windows	1	2	3
<input type="checkbox"/> Word	1	2	3
<input type="checkbox"/> Excel	1	2	3
<input type="checkbox"/> PowerPoint	1	2	3
<input type="checkbox"/> Access	1	2	3
<input type="checkbox"/> E-mail	1	2	3
<input type="checkbox"/> Data Entry	1	2	3
<input type="checkbox"/> Internet Search Engines	1	2	3
<input type="checkbox"/> Desktop Publishing: Publisher/InDesign/Illustrator	1 1	2 2	3 3
<input type="checkbox"/> Other Write in: _____	1	2	3
<input type="checkbox"/> Other Write in: _____	1	2	3
<input type="checkbox"/> Other Write in: _____	1	2	3

Have you been convicted of or served time for a felony in the past seven years? Yes No

If yes, describe below. (This information will be reviewed for position relatedness and time since last conviction).

WHEN	CITY/STATE	CHARGE
1.		
2.		

Are you capable of performing the essential functions involved in this job or occupation, with or without reasonable accommodation? Yes No

PBMLD requires a security/background check for all volunteers and employees.

PBMLD does not provide insurance and will not be liable for injuries, accidents or losses incurred while doing volunteer work for the library.

Applicant's Signature

Date