



Cheltenham TOWNSHIP Library SYSTEM

Volunteer Application

1. Personal Information

Name

Address

Home Phone

Cell Phone

Email

Emergency Contact Name

Emergency Contact
Phone

2. Age

18+

14 to 17

3. Education

Current Grade or Last
Grade Completed

Degree(s) if Applicable

4. Employment Status

- Not employed
- Currently working
- Retired
- Student

5. Preferred Volunteer Location

- East Cheltenham
- Elkins Park
- Glenside
- La Mott
- No preference

6. Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Anytime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Please indicate your areas of interest. Check all that apply. Volunteer responsibilities will be assigned on an as needed basis. The Library will provide reasonable accommodations to volunteers where justified and to the extent required by law.

- Program assistance (preparing crafts, photocopying, cutting, etc.)
- Maintaining collections (shelving, repairing materials, etc.)
- Special events assistance (setting up, flyers, etc.)
- Computer monitor
- Special projects
- Clerical work

Other (please specify)

8. Please describe any special skills, interests or work experience that you could contribute to the library such as languages, musical ability, artistic expertise, etc.

9. Please list two references (not from relatives) that we may contact.

Reference 1 name

Reference 1 address

Reference 1 telephone

Reference 1 relationship

Reference 2 name

Reference 2 address

Reference 2 telephone

Reference 2 relationship

10. If applicant is under the age of 18, permission is necessary from a parent or guardian. By signing this form, I give permission for my minor child to volunteer at Cheltenham Township Library System.

Minor's name

Age of minor

Printed name of parent or guardian

Signature of parent or guardian

Date

11. Volunteer service is without compensation or benefits. A volunteer is not an employee of the Library. The volunteer position is not a right but a privilege. Any volunteer may be removed and any volunteer position may be eliminated at any time for any reason or no reason.

Volunteer Obligations:

- * All volunteer applicants 18 years of age or older must obtain and submit to the Library acceptable background checks and clearances required under the Child Protective Services Law prior to commencing volunteer duties.
- * All volunteers and/or their legal guardians, if applicable, are required to sign a liability waiver prior to commencing volunteer duties.
- * Volunteers are required to report for duty when scheduled or contact their supervisor in advance.
- * Volunteers agree to keep library transactions confidential, obey all library policies and maintain good communication with their supervisor.
- * This is not an exclusive list of a volunteer's obligations

By signing below, the applicant agrees to these terms.

Volunteer signature

Date