



Adult Volunteer Application

Please note: The Geneva Public Library District aims to match the needs of the Library with the strengths and skills of our volunteer applicants. After receiving your application, we will notify you if a match has been made. If there is no match at a given time, we will hold your application and contact you when special projects arise.

Name: _____ Date: _____

Email: _____

City: _____ Zip: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Occupation if currently employed: _____

Describe any previous volunteer experience or special skills:

(Please continue on the back of this page if you need more space.)

Emergency Contact Information

In case of emergency, please notify:

Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

Adult Volunteer's

First

Last

I would be interested in the following:

Adult Volunteers

Adult Volunteers will be paired with a librarian in the Adult Services Department to assist with preparing books to be discarded and other forms of collection maintenance. Volunteers will receive training to use the Library's online catalog. The ability to push a loaded cart is required for some positions. This position requires availability during the hours of 9 a.m. to 5 p.m. Monday through Friday.

(Please circle) Yes No

Event Assistants

Assist at special events either during the program or behind the scenes. Volunteers in this position will be notified of events on an as-needed basis.

(Please circle) Yes No

Specialists

Do you have a special skill? Examples: Genealogy, writing, speak a foreign language, sign language interpretation, gardening, etc. Volunteers will be scheduled on an as-needed basis.

(Please circle) Yes No

Please list your special skill(s):

Home Service Volunteers

The Library provides Home Service for residents of the Geneva Public Library District who are unable to come to the Library for 30 days or more. Home Service volunteers may make deliveries on a short or long term basis.

(Please circle) Yes No

Are you interested in learning more about the **Friends of Geneva Public Library?**

(Please circle) Yes No

Volunteer

Please check the times you would be available to volunteer below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	N/A						
Afternoon							
Evening	N/A					N/A	N/A

How many hours are you available to work each week? _____ month? _____

Specific time frame if necessary:

Start: _____ End: _____
(mm/dd/yyyy) (mm/dd/yyyy)

How did you find out about volunteer opportunities at the Library?

Applicant Agreement

- If my duties include driving on behalf of the Library, I must annually provide a copy of my driver's license and insurance upon request.
- I understand my offer is subject to a background check. I will be notified about this procedure and begin volunteering when provided with notice to do so.

Volunteers will be accepted and scheduled based on the Library's need. The Library cannot accept volunteers on a drop-in basis.

Please return this application to William Karnoscak, Deputy Director at Geneva Public Library District, 127 James Street, Geneva, IL 60134.

Questions may be directed to William at volunteer@gpld.org.

Thank you for your interest!

STAFF USE ONLY

_____ Called _____ Scheduled