

# VOLUNTEER APPLICATION (ADULTS)

Greater Sudbury Public Library (GSPL) believes that volunteers play a unique and vital role in the delivery of library services in our community and welcomes adults who would like to experience the gratification of helping others.

By volunteering at GSPL, you can make a difference while using and developing your skills and abilities.

To be considered for a volunteer position, please fill out this application and return it to any public library location within Greater Sudbury. Not all applicants will be selected for an interview. An interview helps us to determine whether there is a good fit for you within the organization but does not guarantee a placement.

| CONTACT INFORMATION (PLEASE PRINT CLEARLY) |                                                                                               | I PREFER TO BE CONTACTED BY: <input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL |  |
|--------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--|
| Last Name                                  | First                                                                                         |                                                                                            |  |
| Address                                    |                                                                                               |                                                                                            |  |
| City / Prov.                               | Postal Code                                                                                   |                                                                                            |  |
| Library Card #                             | What languages do you speak? <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH |                                                                                            |  |
| Phone (please print clearly)               | E-mail (please print clearly)                                                                 |                                                                                            |  |

## AVAILABILITY

I am available starting on:

What days and times would you be available?

Preferred library location to volunteer at:

## AREAS OF INTEREST

**Please indicate your area of interest:**

|                                                 |                                                                                               |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Friends of the Library | Seasonal – Become a member of the Friends of the Library – help at events, book sales etc.    |
| <input type="checkbox"/> Gardener               | Seasonal – from Spring – Autumn: Maintain flower beds at libraries – Min. Commitment = Season |
| <input type="checkbox"/> Homebound Delivery     | Ongoing – Monthly: Delivers library materials monthly to Homebound Clients.                   |
| <input type="checkbox"/> Local History          | Ongoing – Weekly: Scans / enters materials; includes data entry. Min. Commitment = 3 months   |
| <input type="checkbox"/> Program Helper         | Ongoing – Frequency TBD: Commitment and tasks will depend on the nature of the program.       |
| <input type="checkbox"/> Special Event Helper   | Periodic – Help set up / take down / other roles as needed for event.                         |
| <input type="checkbox"/> Tech Tutor             | Ongoing – Weekly (or TBD): Training basic technology skills. Min. Commitment = 3 months       |
| <input type="checkbox"/> Workshop Facilitator   | Ongoing – Frequency TBD: Commitment and tasks will depend on the nature of the program.       |

## REFERENCE

|       |                               |               |
|-------|-------------------------------|---------------|
| Name: | Contact Email (or telephone): | Relationship: |
|-------|-------------------------------|---------------|

I authorise GSPL to solicit a reference from the above-named individual for my application for this volunteer position, and to investigate any statements made herein; I release GSPL and all others from liability in relation to such activities.

I further authorize the above-named individual to provide a reference in connection with my application for this volunteer position and release them from any liability in relation to providing that reference.

I also authorize GSPL to contact the above-named individual for information relating to my character and skills as related to the volunteer position I am applying for.

|       |            |
|-------|------------|
| Date: | Signature: |
|-------|------------|

## DISCLAIMER AND SIGNATURE

I certify that the statements made are true and complete, to the best of my knowledge. I understand that an incomplete application will not be considered, and that providing false or misleading information may result in dismissal, regardless of the time of discovery.

I understand this is strictly a volunteer position and I will receive no remuneration for services and time volunteered. I understand that to ensure the safety of GSPL clients, I may be asked to undergo a Vulnerable Sector Screening Check.

I hereby agree to respect the confidentiality of all information that I may receive regarding clients, staff or volunteers of GSPL, while volunteering at a library and after I cease volunteering with the GSPL.

*The personal information on this form is collected under the authority of the section 10 of the Municipal Act, 2001, S.O. 2001, c. 25 for the purpose of facilitating volunteerism at GSPL locations. Questions about this collection of this personal information may be directed to the Manager of Libraries and Heritage Resources, 74 Mackenzie Street, Sudbury on P3C 4X8 or by phone at 705-674-4455, extension 4769.*

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

## STAFF USE ONLY – BY INITIALING THE FOLLOWING I CONFIRM THAT:

- The VSSC is not required for this position. **No direct contact with public / VolunTeen**
- I have requested this individual's Vulnerable Sector Screening Check (VSSC)