

# 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 the library 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 Library. Not all applicants will be selected for an interview. Similarly, 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	<i>Seasonal – Become a member of the Friends of the Library – help at events, book sales etc.</i>
<input type="checkbox"/> Gardener	<i>Seasonal – from Spring – Autumn: Maintain flower beds at libraries – Min. Commitment = Season</i>
<input type="checkbox"/> Homebound Delivery	<i>Ongoing – Monthly: Delivers library materials monthly to Homebound Clients.</i>
<input type="checkbox"/> Local History	<i>Ongoing – Weekly: Scans / enters materials; includes data entry. Min. Commitment = 3 months</i>
<input type="checkbox"/> Program Helper	<i>Ongoing – Frequency TBD: Commitment and tasks will depend on the nature of the program.</i>
<input type="checkbox"/> Special Event Helper	<i>Periodic – Help set up / take down / other roles as needed for event.</i>
<input type="checkbox"/> Tech Tutor	<i>Ongoing – Weekly (or TBD): Training basic technology skills – Min. Commitment = 3 months</i>
<input type="checkbox"/> Workshop Facilitator	<i>Ongoing – Frequency TBD: Commitment and tasks will depend on the nature of the program.</i>

*In-Branch Volunteer Coordinators: Keep this form for the period this volunteer is active. (Retention period of 2 years)*

**Updated 2019 May**

## EXPERIENCE

Have you had prior experience as a volunteer?  YES  NO

If yes, where have you volunteered in the past?

## REFERENCE

Name: Contact Email (or telephone): Relationship:

I authorise GSPL to solicit a reference from the above named individual for my application to 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 authorise the above named individual to provide a reference in connection with my application for this volunteer position, and release them from any liability in regard to providing that reference.

I hereby authorize Greater Sudbury Public Library to contact the above 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 Greater Sudbury Public Library, while volunteering at the library and after the withdrawal of service.

*The personal information on this form is collected under the authority of the Public Libraries Act and the Municipal Freedom of Information and Protection of Privacy Act. This information will only be used for the proper administration of the library and the provision of library services and programs by GSPL. Questions related to the collection of this personal information should be directed to the Manager of Libraries and Heritage Resources.*

Signature Date

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

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

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