VOLUNTEER SERVICE APPLICATION
Caroline County Public Library
www.carolib.org
info@carolib.org

Date: ____________________________

Name: __________________________________________
Address: ________________________________________

Phone Number: __________________________ Email: __________________________
Age (Answer ONLY if under 18) ______ ***Minimum age of 12 Required***
Highest Level of Education Completed: __________________________

How did you hear about volunteer opportunities at Caroline County Public Library?
________________________________________________________________________

When are you available to start volunteering? ______________________________________

Are you interested in ( ) long term or ( ) short term volunteer work?
If short term, please provide details.
________________________________________________________________________

Do you have any previous volunteer or work experience relevant to the library setting?
( ) Yes ( ) No
If yes, please describe where and what type of experience was completed.
________________________________________________________________________

What are your reasons for applying to volunteer? If you have a court order for community service or
are are in need of service learning hours for school, please provide details.
________________________________________________________________________

Do you have any special skills or interests that would you would like to incorporate into your volunteer
experience?
________________________________________________________________________

Do you have any physical limitations that will need to be accommodated in your volunteer work?
( ) Yes ( ) No
If yes, please describe.
________________________________________________________________________
Have you been convicted of a felony? ( ) Yes ( ) No
If yes, please describe and provide relevant detail, including date, nature of offense, court, case number, etc.

At which library location would you prefer to volunteer?
Central Library (Denton) ______ Federalsburg ______ North County (Greensboro) ______

Which dates/times are you available to volunteer?
(Availability of hours may vary by location)
Monday: ____________________________
Tuesday: ____________________________
Wednesday: ____________________________
Thursday: ____________________________
Friday: ____________________________
Saturday: ____________________________

What is your ideal number of hours to volunteer per week? ________
***Please note there is a two-hour per week minimum requirement for most volunteer positions***

Volunteers are expected to commit to a set schedule that will be arranged between each volunteer and the Volunteer Coordinator. All volunteers will sign a daily log sheet for each volunteer session. It is expected that volunteers will adhere to the schedule; however, if volunteers are going to be absent they are to call the Coordinator as soon as possible. If volunteers do not call and/or report for scheduled shifts, this may be grounds for termination.

The task of each volunteer will be specifically assigned. The Volunteer Coordinator will try to accommodate individual interests; however, specific project requests cannot be guaranteed. Volunteers will be expected to complete all assigned projects to the best of their abilities.

( ) I understand the expectations of volunteers at Caroline County Public Library.
( ) I understand that criminal and/or general background checks may be conducted during the application process and I consent to such checks.
( ) I understand there are specific requirements and qualifications for each volunteer position.

Signature: ____________________________ Date: ____________________________
Parent/Guardian Signature (if under 18) ____________________________ Date: ____________________________

Emergency Contact:
Name: ____________________________
Relationship: ____________________________
Phone Number: ____________________________
Alternate Number: ____________________________

Central Library
100 Market Street
Denton, MD 21629
p 410-479-1343 f 410-479-1443

Federalsburg Branch
123 Morris Avenue
Federalsburg, MD 21632
p 410-754-8397 f 410-754-3058

North County Branch
101 Cedar Lane, P. O. Box 336
Greensboro, MD 21639
p 410-482-2173 f 410-482-2634