



VOLUNTEER APPLICATION

Please return this application to:
Volunteer Office, East Library, 5550 N. Union Blvd.
Colorado Springs, CO 80918 (719) 531-6333, x1251 <http://library.ppld.org>

VOLUNTEER POSITION: _____ Date: _____

Name _____ Other names used _____

Address _____ City _____

State _____ Zip _____ Home Phone _____ Work Phone _____

Email address _____ Date of Birth _____ / _____ / _____

For how long do you wish to volunteer at the library?

- Less than a month
- While I am seeking employment
- Less than six months
- More than six months

Library Location Preference (check all that apply)

- | | | | |
|---------------------------------------|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Briargate | <input type="checkbox"/> Fountain | <input type="checkbox"/> Palmer Lake | <input type="checkbox"/> Ruth Holley |
| <input type="checkbox"/> Cheyenne Mtn | <input type="checkbox"/> Monument | <input type="checkbox"/> Penrose | <input type="checkbox"/> Sand Creek |
| <input type="checkbox"/> East Library | <input type="checkbox"/> Old Colorado City | <input type="checkbox"/> Rockrimmon | <input type="checkbox"/> Ute Pass |

Availability (check all that apply)

Mon | Tue | Wed | Thu | Fri | Sat | Sun | Times Available _____

Work Experience (include volunteer and military service)

Last or present position

Employer _____ Position _____ City & State _____

Previous position

Employer _____ Position _____ City & State _____

Education (check highest level)

<input type="checkbox"/> Elementary	<input type="checkbox"/> High School	<input type="checkbox"/> Some College	<input type="checkbox"/> Area of study or training
<input type="checkbox"/> Middle School	<input type="checkbox"/> Technical School	<input type="checkbox"/> College	_____

Personal References (not present employer or relative)

1. Name _____ Phone _____ Relationship _____

2. Name _____ Phone _____ Relationship _____

Have you ever been convicted of or pled guilty to a felony? (Please check one) NO _____ YES _____
If yes, please give date, place and nature of the charge for which you were convicted.

I certify that the answers contained in this application are true and complete to the best of my knowledge. My volunteer service is conditional upon completion of the application and verification of the references and criminal background check. I am offering my services as a volunteer. If my offer is accepted, I will not be entitled to compensation for any services I provide.

Signature _____ Date _____

SKILLS /AREAS OF INTEREST

(Check all that apply)

Adult Literacy & English Language

- One-to-one tutoring
- Talk English! Facilitator
- Learn English! Classroom aides

Clerical/Office Work

- Answering phones
- Clerical/office work
- Filing
- Photocopying
- Record keeping
- Telephoning
- Envelope stuffing
- Shredding
- Sorting/organizing

Communications/Information

- Brochure/newsletter
- Editing
- Public Speaking
- Video
- Photography
- Writing
- Displays/bulletin boards
- Community Events
- Opinion surveys/polling
- Receptions

Computer Work

- Data Entry
- Database searches
- Desktop publishing
- Excel experience
- Word processing
- Other software: _____

General Library Work

- Shelving books
- Adopt-a-Shelf (shelf-reading)
- Holds/bin processor

Library/Research

- Archives/manuscripts
- Genealogy
- Local history
- Oral History
- Photocopying

Friends of the Library

- Book sales at author signings
- Semi-annual Book Sale
- Book store
- Book sorting in
basement/warehouse

Volunteer Opportunities for Teens Ages 12-17

There are a number of opportunities for young people to serve at the library. They are listed on the PPLD Teen Volunteer Application. **Volunteer applicants ages 12- 17 should complete the Teen Volunteer Application form and return it to the branch library where they wish to volunteer.**

Thank you!