



# Volunteer Application and Internship Interest Form

Volunteers are appointed based on the individual needs of each library department. We cannot always accommodate your first choice of duties or schedule and may not be able to place every applicant.

Please complete and return this application to the closest Library location.

Name \_\_\_\_\_ Email Address: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (Home/Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ Best Time to Call \_\_\_\_\_

In an Emergency, call: \_\_\_\_\_

(Name/Phone Number)

(Relationship)

\*\*If you are a student, please answer the following questions:

\*Age (if under 18) \_\_\_\_\_ \*Grade or College Level \_\_\_\_\_ \*School \_\_\_\_\_

What days and times are you available to volunteer? \_\_\_\_\_

If required to complete a specific number of hours, how many? \_\_\_\_\_ By what date? \_\_\_\_\_

Will this be part of an internship? \_\_\_\_\_ If yes, please provide details on the Internship \_\_\_\_\_

Have you ever volunteered or worked for any library? \_\_\_\_\_ If yes, please list. \_\_\_\_\_

What age group would you feel comfortable assisting in your library volunteer work?

[ ] Youth Services [ ] Adult Services [ ] Senior Services

Why are you interested in volunteering at the library? \_\_\_\_\_

Which Library location would you like to work at?

Location	First Choice	Second Choice
Carver School		
Clemmons Branch		
Kernersville Branch		
Lewisville Branch		
Malloy Jordan/ East Winston Heritage Center		
Reynolda Manor Branch		
Rural Hall Branch		
Southside Branch		
Walkertown Branch		
Central Library		

List two personal, non-family, adult references that we may contact:

Name	Address	Phone
1. _____		
2. _____		

Have you ever been convicted in any court of any offense? \_\_\_\_ If yes, please provide details:

\_\_\_\_\_

**Place a checkmark in the box appropriate to your skill and interest level.**

	Knowledgeable and willing to do	Need training but willing to learn how	Not willing to do
<b>Clerical/office work:</b> Library greeter, phone calls, filing, photo copying and record keeping			
<b>Communication/Information:</b> Library tours guide, brochure/newsletter, writing, mailings, opinion surveys/polling and tour guide			
<b>General Library Work:</b> Shelving, checking books in/out and inspecting of nonprint materials			
<b>Library Research:</b>			

Archives/manuscripts, creating book lists, genealogy, local history, oral history			
<b>Program Support:</b> Creating booklist and displays/bulletins boards, help with crafts, organize special events and summer reading program			
<b>Computer Skills:</b> Database searches, data entry, desktop publishing, spreadsheets, word processing, internet assistance and email			

**Special Training & Skills**

Please check if you are skilled at any of the following:

- Arts and Crafts    Indoor plant care    Outdoor plant care    Handyman skills    Computer Instruction  
 Other

*If appointed as a Library Volunteer, I agree to cooperate with the library staff, abide by all policies of the Forsyth County Public Library and honor the schedule to which I have agreed for volunteering in the library. I authorize contacting the references listed above and understand that the omission or misrepresentation of information requested is just cause for non-appointment or dismissal as a volunteer.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for your interest in becoming a Library Volunteer.**