



## Volunteer Application

### Volunteer Information

### Emergency Contact

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

### Are you a:

☐ Volunteer (age 17 or over)

☐ Junior Volunteer (under the age of 17)

### Availability for Volunteering:

☐ Regularly   ☐ Periodically   ☐ One-time or short-term project

|             | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------|--------|---------|-----------|----------|--------|----------|--------|
| From: _____ | _____  | _____   | _____     | _____    | _____  | _____    | _____  |
| To: _____   | _____  | _____   | _____     | _____    | _____  | _____    | _____  |

### Reasons for Volunteering:

\_\_\_\_\_  
\_\_\_\_\_

### Employment History:

|                   |                   |
|-------------------|-------------------|
| Employer: _____   | Employer: _____   |
| Address: _____    | Address: _____    |
| Phone: _____      | Phone: _____      |
| Supervisor: _____ | Supervisor: _____ |

|                   |                   |
|-------------------|-------------------|
| Employer: _____   | Employer: _____   |
| Address: _____    | Address: _____    |
| Phone: _____      | Phone: _____      |
| Supervisor: _____ | Supervisor: _____ |

**Education or special skills:** \_\_\_\_\_

**What type of volunteering are you interested in:** \_\_\_\_\_

**At which B&ECPL location are you interested in volunteering:**

- ☐ Central Library   ☐ Crane Branch   ☐ Dudley Branch  
☐ East Clinton Branch   ☐ East Delavan Branch  
☐ Frank E. Merriweather, Jr. Branch   ☐ Niagara Branch  
☐ North Park Branch   ☐ Riverside Branch

**VOLUNTEER AGREEMENT** - (age 17 or over)

I understand that I am a Volunteer for the Buffalo & Erie County Public Library. As a volunteer, I understand that I will not be compensated (financially, or in any other manner) for my volunteer time. I further understand that I am not an employee of the Buffalo & Erie County Public Library or any of its locations listed above and am not entitled to any benefits that are provided to employees of the B&ECPL. I further understand that should I apply for future job openings, the B&ECPL is under no obligation to hire me.

I understand that my volunteer service may be terminated at any time and for any reason by myself or library administration, with or without notice. As a B&ECPL volunteer, I will try and provide a minimum of 2 weeks' notice to the B&ECPL to end my volunteer service.

As a volunteer, I agree to follow all B&ECPL Patron Policies and Rules of Conduct. I understand my obligation of confidentiality and agree to maintain the confidentiality of patrons and staff. I understand I am not permitted to remove or make copies of any records, reports or documents from the B&ECPL.

As I volunteer, I understand that I am under no obligation to perform duties that I feel may be outside of the scope of my physical abilities or which I consider hazardous to my health or well being. The B&ECPL is not responsible for any injuries I may sustain while volunteering.

As a B&ECPL volunteer, I am considered a library advocate and supporter and I agree to perform my volunteer duties in a professional and credible manner and act in the best interests of the B&ECPL.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **JUNIOR VOLUNTEER AGREEMENT** - (under the age of 17)

I understand that my minor child is a Junior Volunteer for the Buffalo & Erie County Public Library. As a volunteer, I understand that my minor child will not be compensated (financially, or in any other manner) for his/her volunteer time. I further understand that he/she is not an employee of the Buffalo & Erie County Public Library or any of its locations listed above and is not entitled to any benefits that are provided to employees of the B&ECPL. I further understand that should he/she apply for future job openings, the B&ECPL is under no obligation to hire him/her.

I understand that my minor child's volunteer service may be terminated at any time and for any reason by himself/herself or library administration, with or without notice. As a B&ECPL volunteer, he/she will try and provide a minimum of 2 weeks' notice to the B&ECPL to end his/her volunteer service.

As a volunteer, my minor child agrees to follow all B&ECPL Policies and Rules of Conduct. I understand his/her obligation of confidentiality and agree to maintain the confidentiality of patrons and staff. I understand he/she is not permitted to remove or make copies of any records, reports or documents from the B&ECPL.

As a volunteer, I understand that my minor child is under no obligation to perform duties that he/she feels may be outside of the scope of his/her physical abilities or which he/she considers hazardous to his/her health or well being. I understand the B&ECPL is not responsible for any injuries he/she may sustain while volunteering.

As a B&ECPL volunteer, my minor child is considered a library advocate and supporter and agrees to perform his/her volunteer duties in a professional and credible manner and act in the best interests of the B&ECPL.

Minor(s) Name(s), Date of Birth (DOB), and Age

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

**Legal Guardian's Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Revised 9/17/2015