

Mary & George Slankard Learning Resource Center

Rend Lake College

VOLUNTEER APPLICATION

Applicants must be at least 21 years of age to volunteer. The Library does not accept individuals for court-ordered community service hours. Student volunteers are those working on National Honor criteria or other school-related volunteer services/activities.

PLEASE PRINT IN INK

■ PERSONAL INFORMATION

Last Name, First Name, Middle Initial _____

Address _____ Apt. # _____

City _____ State _____ Zip Code _____ - _____

Cell Phone _____ Home Phone _____

E-Mail _____

Date of Birth _____

DL or ID Number _____ State of Issue _____

Emergency Contact _____

Telephone _____ Relationship _____

Do you have a Rend Lake College library card that is current and in good standing? Yes No

Library Card Number _____

■ EDUCATION AND EMPLOYMENT

Are you a Rend Lake College student? Yes No

Current Employer _____

Position _____

■ VOLUNTEER INTERESTS Why do you want to volunteer?

Do you have previous volunteer experience? Yes No If yes, list previous experience and length of volunteer service for each.

Mary & George Slankard Learning Resource Center

Rend Lake College

Please check the days/times you are available for volunteer assignments. (The Library is open 8:00 a.m.-4:30 p.m. Mondays through Thursdays, and 8:00 a.m. -4 p.m. Fridays.)

Monday	_____ 9 a.m.-12:30 p.m.	_____ 12:30 p.m.-4:00 p.m.
Tuesday	_____ 9 a.m.-12:30 p.m.	_____ 12:30 p.m.-4:00 p.m.
Wednesday	_____ 9 a.m.-12:30p.m.	_____ 12:30 p.m.-4:00 p.m.
Thursday	_____ 9 a.m.-12:30 p.m.	_____ 12:30 p.m.-4:00 p.m.
Friday	_____ 9 a.m.-12:30 p.m.	_____ 12:30 p.m.-4:00 p.m.

Please check the volunteer assignments that interest you.

Programs/Special events Shelving Books and Straightening Shelves Circulation Desk Assistant Children's Programs (reading program, summer crafts, storytime) Technical/Clerical (book processing, survey building, etc.) Assisting patron (researching, computer aide)

■ SKILLS

Please check all of the following with which you have experience/previous training:

PCs Internet Browsers (Edge, Chrome, etc.) Microsoft Word Microsoft Access Microsoft Excel
 Telephone (multi-line) Other technologies (Please list)

What language(s) other than English do you:

Speak? _____ Read? _____ Write? _____

What other skills or special interests do you have that would be helpful in determining the best assignments for your volunteer service at the Mary & George Slankard Learning Resource Center?

■ REFERENCE INFORMATION

Please provide a personal or professional reference. Check one: Personal Professional (supervisor, teacher, or other)

Name _____ Telephone _____

Have you ever been convicted of a crime that has not been expunged or pardoned, other than a minor traffic violation? Yes No If yes, please explain

MUST CONSENT AND PASS A BACKGROUND CHECK

Mary & George Slankard Learning Resource Center

Rend Lake College

I authorize Rend Lake College to make inquiries as to my employment, education, experience, and character and to confirm that all statements made on this application are true. I acknowledge that the College may use this and other information to determine my eligibility for volunteer positions with the Library. I offer to volunteer my services without compensation at the Mary & George Slankard Learning Resource Center on the Rend Lake College campus. I release Rend Lake College, and their officers, directors, agents, patrons, employees, and volunteers from any liability for any loss, cost, or damage to me or my property arising out of or in connection with my activities or time spent at the Library or in connection with my volunteer work for the Library. I agree to abide by all directions, procedures, and guidelines applicable to volunteers, to treat the Library's patrons, staff, and volunteers with courtesy and respect, and to be a cooperative and considerate representative of the Mary & George Slankard Learning Resource Center. I accept the Library's right to dismiss me for poor performance of my duties, for poor attendance, or for the lack of need for my services.

Signature _____ Date _____

FOR LIBRARY USE ONLY

Interview Date _____ Interviewed by _____

Recommend for Position? Yes No

Requested Start Date _____ Assignment _____

Signature of Supervisor for Volunteer _____ Date _____