



WELLESLEY FREE
LIBRARY

Wellesley Free Library Volunteer Application

Volunteer Contact Information

Name	
Street Address	
City, State, and ZIP Code	
Home Phone	
Cell Phone	
Email address	

Person to Notify in Case of Emergency

Name	
Address	
Home Phone	
Cell Phone	

Education (Check last year completed)

Grade	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
High School	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
College	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Graduate School	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Commitment of Hours

Library Volunteers are generally required to commit to a minimum of 12 weeks.

___ I would like to volunteer on an ongoing basis for ___ hours per week

___ I would like to volunteer until _____ (date) for ___ hours per week

Please note that we cannot accommodate court-ordered community service.

Volunteers are everywhere

Tell us in which areas you are interested in volunteering. Please note that some positions may require lifting heavy books, bending and stretching to shelve items, and pushing filled book carts.

__ Custodial	Cleaning work areas Dusting book stacks Weeding plant beds
__ Children's	Chess teacher Preparing craft supplies Shelf-reading (putting books in alphabetical or numerical order) Shifting books
__ Reference	Filling displays Neatening public areas Refilling supplies Searching shelves Shifting books
__ Circulation	Bar-coding books Public Service ambassador at self check-out stations Shelf-reading (putting books in alphabetical or numerical order) Shelving books Shifting books Unpacking book bins
__ Technical Services	Cleaning DVDs Typing labels
__ Computer Lab	Coaching adults on using basic and intermediate computer applications.
__ Program Facilitator	If you have a special skill or interest that you would like to share on an ongoing basis, talk with us. To run a monthly program requires a very special volunteer, one who is qualified and willing to give a lot of time to preparing the program as well as be available to run the program. Some Library programs being run by volunteers include: <i>Stitch and Chat</i> , <i>Write Right Writers' Group</i> , and <i>Read to a Dog</i> .
__ Wellesley ESL	English language practice with adults.
__ Book sales	Your information will be forwarded to the <i>Friends of the Wellesley Free Libraries</i>
__ Fundraising	Your information will be forwarded to the Library Director

Qualifications

Special interests, skills or hobbies:

Previous volunteer and/or paid work experience:
Is there any other information you would like us to know?

CORI (Criminal Offender Record Information) Request

The Town of Wellesley Human Resources Department will conduct a Criminal Offender Record Information (CORI) check of all prospective volunteers age 18 and over.

Please complete and sign the attached CORI Request Form, and return it to the Administration Office at the main library with one of the following government-issued forms of identification: driver's license, passport, state-issued identification card with photograph, or military ID. This verifies your identity and documents that we have provided you with notice that a CORI is being conducted. If you do not have identification as listed above, or if you have any questions concerning the CORI process, please contact the Human Resources Department at Wellesley Town Hall, 525 Washington St. Wellesley.

- € I am 18 years of age or older, and I agree to the CORI background check as part of this application process.
- € I am under 18 years of age.

Applicant's Name (printed)
Applicant's Signature
Date

Return Completed Forms to:
Assistant Director for Library Services
Wellesley Free Library
530 Washington Street
Wellesley, MA 02482