



# Adult Volunteer Application

Volunteer Services  
P.O. Box 2287, Austin, TX 78768-2287  
512-974-7443 or Relay Texas 711  
APL.Volunteers@austintexas.gov

## PERSONAL INFORMATION

**By completing this application, I verify I am an ADULT volunteer applicant (17 years of age or older).**

Applicants 17 years of age must also have a parent/guardian complete the consent section of this application.

Name \_\_\_\_\_ Date of Birth (optional) \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Do you require a reasonable accommodation(s) in order to participate in our volunteer program?

☐ No

☐ Yes--**Complete an Accommodation Request Form**

Are you wishing to fulfill an educational or community service requirement with your volunteer assignment?

☐ No

☐ Yes--**Complete a Community Service Request Form**

Do you currently work or volunteer for the City of Austin?

☐ No

☐ Yes—**If yes, which department?** \_\_\_\_\_

Check highest level of education completed:

☐ Some High School

☐ High School

☐ Technical School

☐ Some College

☐ College

☐ Graduate School

Please list post high school areas of study:

I would like more information on how to support the Library through the Austin Public Library Friends Foundation and the Austin History Center Association. ☐ Yes ☐ No



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## VOLUNTEER PREFERENCES

Which volunteer position are you applying for? Please refer to [library.austintexas.gov/volunteer/opportunities](http://library.austintexas.gov/volunteer/opportunities) for open volunteer positions.

At which APL location(s) is this volunteer position?

Check <b>ALL days and times</b> you are available to volunteer. The average shift is 2-4 hours per week.							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10AM-12PM							
12-2PM							
2-4PM							
4-6PM							
6-9PM							

I am also willing to volunteer for other volunteer assignments if one becomes available (check all that apply):

- ☐ Special events. These are one-time assignments for usually two to four hours.
- ☐ Short-term projects. These are assignments which need a regular commitment for the length of the project—usually four weeks to three months.
- ☐ Regular Commitment. These are assignments which require a weekly commitment for a minimum of three months. Most assignments fall under this category.
- ☐ Create an assignment. Please describe what you would like to do.

## VOLUNTEER EXPERIENCES

Have you volunteered previously with other organizations?  
If yes, please list which organizations, your titles, and your duties.

☐ Yes

☐ No

Do you have any previous library experience, either as a volunteer or employee?  
If yes, please list which library/libraries, your titles, and your duties.

☐ Yes

☐ No



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## VOLUNTEER INTERESTS AND SKILLS

Please tell us about yourself, your background (skills, experience, training, etc.) and how the volunteer position is a match for your skills. You may also attach a résumé or curriculum vitae to this application.

How do you see the volunteer position contributing to the Austin community and your personal growth?

### Please check additional skills with which you have experience and your skill level:

- |  |                                 |                                       |                                   |
|--|---------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Knowledge/work with historical materials  | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Teaching/leading groups of <input type="checkbox"/> adults <input type="checkbox"/> teens <input type="checkbox"/> children | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Public speaking/theatre   | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Arts and crafts/sewing  | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Writing/editing articles  | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Graphic design  | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Videography   | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Records management/inventory control  | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Customer service/retail   | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Cash handling/accounting  | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Website design/HTML/CSS/Drupal  | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Computer Programs/Skills  |                                 |                                       |                                   |
| <input type="checkbox"/> Microsoft Word (2010 or later)  | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Microsoft Excel (2010 or later)   | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Microsoft Powerpoint (2010 or later)  | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Databases   | <input type="checkbox"/> Novice | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> List any foreign language(s) (including sign language) that you:  |                                 |                                       |                                   |
| Speak fluently?  | Read fluently?                  | Write fluently?                       |                                   |



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## REFERENCES AND BACKGROUND

Please list two people who are not relatives and know about your abilities and knowledge.

Reference #1 \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Reference #2 \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I understand most volunteer positions will require a criminal background investigation prior to my start as a volunteer. A conviction will not necessarily preclude your volunteering with the Austin Public Library as each applicant's criminal history is reviewed on an individual basis by the City of Austin's Human Resources Department.

I agree to participate in a criminal background investigation if a volunteer placement is found. ☐ Yes ☐ No

## CONSENT

I certify that the answers contained in this application are true and complete to the best of my knowledge. I understand any false statement or omissions may result in my immediate release. My volunteer service is conditional upon completion of the application process and a successful criminal background investigation. I understand that submission of an application does not guarantee a placement. If a placement is found, I understand I will not be entitled to compensation for any service I provide.

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

Printed Name \_\_\_\_\_

## PARENT/GUARDIAN CONSENT (ADDITIONAL FOR THOSE 13 – 17 YEARS OLD)

By signing below, I verify that I am a parent or legal guardian of the above applicant and give permission for him/her to volunteer at the Austin Public Library for a maximum of 10 hours per week.

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

Printed Name \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

**library.austintexas.gov | 512-974-7400**



The City of Austin and the Austin Public Library are committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance and accommodations please call: 512-974-7449.