

## Volunteer Application Form

### Personal Information

|                                                                                                                                               |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Last Name:                                                                                                                                    | First Name:      |
| Address:                                                                                                                                      | Apt/Unit Number: |
| City:                                                                                                                                         | Postal Code:     |
| Phone: (      )                                                                                                                               | Email:           |
| Date of Birth:                                                                                                                                | Gender Identity: |
| Emergency Contact:                                                                                                                            | Phone: (      )  |
| Education:                                                                                                                                    |                  |
| Work Experience:                                                                                                                              |                  |
| Have you volunteered at the Hamilton Public Library before? Yes <input type="checkbox"/> No <input type="checkbox"/><br>Volunteer Experience: |                  |
| Why would you like to volunteer for the Hamilton Public Library?                                                                              |                  |

### Volunteer Opportunities

| Adult Opportunities (19 and older)                | Youth Opportunities (14 and older)                                                              |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------|
| ESL In-person Tutoring <input type="checkbox"/>   | Teen Tech Volunteer <input type="checkbox"/> Knit for a Cause <input type="checkbox"/>          |
| ESL Online Tutoring <input type="checkbox"/>      | Teen Review Board (virtual) <input type="checkbox"/>                                            |
| Visiting Library Service <input type="checkbox"/> | Teen Gaming Volunteer <input type="checkbox"/> Ready to Read Volunteer <input type="checkbox"/> |

### Availability

|           | M | T | W | T | F | S/S |
|-----------|---|---|---|---|---|-----|
| Morning   |   |   |   |   |   |     |
| Afternoon |   |   |   |   |   |     |
| Evening   |   |   |   |   |   |     |

### Preferred Library Location (all positions may not be available at all locations)

|  |
|--|
|  |
|--|

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## References

Please provide the name and phone number of two references (non-family) who can be reached during regular business hours.

|       |                 |
|-------|-----------------|
| Name: | Phone: (      ) |
|-------|-----------------|

|       |                 |
|-------|-----------------|
| Name: | Phone: (      ) |
|-------|-----------------|

I declare the information provided to be true and complete, and authorize the Hamilton Public Library to solicit references from those named above.

## Hamilton Public Library Volunteer Agreement

By signing this agreement, I understand that:

All Visiting Library Service Volunteers are required to provide a Police Vulnerable Sector Check (PVSC) prior to starting. All other volunteers ages eighteen (18) and older are required to provide a Criminal Record and Judicial Matters Check within the first thirty (30) days of volunteering.

The type of police check is dependent on the volunteer service position. The Hamilton Public Library will reimburse the cost of the Police Check upon completion of three (3) months of volunteer service and the submission of the original receipt.

It is the policy of the Hamilton Public Library to protect the privacy of those who use the Library. I agree to hold all information about customers in confidence. A breach in confidentiality is immediate grounds for dismissal as a volunteer.

The Hamilton Public Library will immediately terminate this Volunteer Contract should the volunteer be involved in any inappropriate conduct.

|                      |       |
|----------------------|-------|
| Volunteer Signature: | Date: |
|----------------------|-------|

|                             |       |
|-----------------------------|-------|
| *Parent/Guardian Signature: | Date: |
|-----------------------------|-------|

\*Parent/Legal Guardian's signature required if volunteer under the age of 18. By signing, the parent/legal guardian recognizes the volunteer as a minor pursuant to the *Age of Majority and Accountability Act* and that they have permission to serve as a volunteer with the Library.

NOTE: Submission of the Volunteer Application does not guarantee a volunteer position.

## Privacy

Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act 1989 and shall not be used or disclosed for purposes other than determining eligibility and suitability for volunteering at Hamilton Public Library. Personal information shall be retained only for the period of time required to fulfill the purposes for which it was collected. Personal information shall be protected by safeguards that are appropriate for the sensitivity of the information collected. Questions regarding the collection of this information should be directed to the Chief Librarian.

Revised July 10, 2017