



**Greene County**  
Public Library

# Application for Library Volunteer

*An Equal Opportunity Employer*

P.O. Box 520 • 76 East Market Street • Xenia, Ohio 45385 • (937) 352-4000

Please print clearly and complete both sides of this application. If you are under 18, a parent or guardian's signature is required. Please return the completed application to one of the community libraries in the Greene County system: Xenia, Beavercreek, Fairborn, Yellow Springs, Winters-Bellbrook, Jamestown or Cedarville.

**Personal Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (e-mail) \_\_\_\_\_

Current Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

How did you find out about volunteer opportunities at the library? \_\_\_\_\_

**Emergency Contact Person:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Availability: (Please check all that apply)**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	_____	_____	_____	_____	_____	_____	_____
Afternoon	_____	_____	_____	_____	_____	_____	_____
Evening	_____	_____	_____	_____	_____	_____	_____

Is there a location where you would prefer to work? \_\_\_\_\_

**Interests:**

Please check any activity that interests you:

- |                                     |                         |                               |
|-------------------------------------|-------------------------|-------------------------------|
| _____ Book Sale Assistant           | _____ Publicity         | _____ Computer Assistant      |
| _____ General Library Assistant     | _____ Shelf Reader      | _____ Greene County Room      |
| _____ Dusting & Shelf Straightening | _____ Program Assistant | _____ Weeding/Outdoor Cleanup |

\_\_\_\_\_ Other?

**Volunteer Experience:** Have you ever volunteered before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where, and what were your tasks? \_\_\_\_\_

**Skills:**

Do you have any special skills that you would like to share at the library? \_\_\_\_\_

**References:**

Please list two references in the space provided (no family members and references must be over age 18):

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever been convicted of a felony offense? \_\_\_\_Yes \_\_\_\_No

**Please sign below when you have read and understood this statement:**

The information I have provided is accurate and true to the best of my knowledge. My signature indicates permission for the Greene County Public Library to contact my personal references. I understand that the Greene County Public Library is not obligated to provide a volunteer placement in the organization, nor am I obligated to accept a volunteer position if offered. Furthermore, I understand that volunteering does not imply or guarantee future employment with the library. I also understand that in order to volunteer for a position requiring direct service to patrons, I may be subject to a criminal background investigation at any time in accordance with Ohio Revised Code 109.575. I understand that I will not be paid for my services as a volunteer and I expect no compensation.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**My son or daughter has my permission to volunteer at the Greene County Public Library.**

Parent/Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required if applicant is under 18)

*Please return this application to a location of the Greene County Public Library system:*

- Beavercreek Community Library, 3618 Dayton-Xenia Rd., Beavercreek, OH 45432 (937) 352-4001*
- Cedarville Community Library, 20 S. Miller St., Cedarville, OH 45314 (937) 352-4006*
- Fairborn Community Library, 1 East Main St., Fairborn, OH 45324 (937) 878-9383*
- Jamestown Community Library, 86 Seaman Dr., Jamestown, OH 45335 (937) 352-4005*
- Winters-Bellbrook Community Library, 57 Franklin St., Bellbrook, OH 45305 (937) 352-4004*
- Xenia Community Library, 76 East Market St., Xenia, OH 45385 (937) 352-4000*
- Yellow Springs Community Library, 415 Xenia Ave., Yellow Springs, OH 45387 (937) 352-4003*

**Library Use Only:**

Interview date: \_\_\_\_\_

References check: \_\_\_\_\_

Placement: \_\_\_\_\_

Branch: \_\_\_\_\_

Orientation date: \_\_\_\_\_

Training date: \_\_\_\_\_

Start date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Application Received Date: \_\_\_\_\_