

Come join the Volunteer Team at the Cottonwood Public Library . . .

The library is a vital part of our community. Your time and talents would *greatly* assist the growing number of citizens from the Verde Valley who make use of our facility.

Volunteer opportunities are available in both the Youth Services and the Adult areas of the library, so take your pick of the area you prefer. (Volunteers must be at least 13 years of age for the Youth Services area, and at least 18 years of age for the Adult area.) **NOTE:** Please request applications for the Youth area from the Youth Services Desk.

Complete the volunteer application inside and return it to any library service desk, or mail it to:

*Volunteer Services
Cottonwood Public Library
100 S. 6th St.
Cottonwood, AZ 86326*

One of our staff members will contact you to schedule an interview.

You are welcome to call our Volunteer Coordinator at 928-634-7559, ext. 106, or ext. 107 for Youth Services, if you have any questions.

Please Note: All information supplied by you on this form is kept confidential and will not be available to anyone other than designated persons working in the library.

All applicants 18 years of age or older will be required to provide their fingerprints on a standard, Federal Bureau of Investigation (FBI) applicant card or present a valid Level 1 fingerprint card upon employment. Your fingerprint card will be forwarded to the Arizona Department of Public Safety and FBI for review. Criminal history information revealed by the State or FBI that conflicts with the information provided on this application may be grounds for rejection and/or termination from employment. Certain positions require polygraph testing prior to employment. NOTE: A criminal conviction does not constitute an automatic bar to employment.

If a position uses FBI criminal history to determine suitability of an applicant for employment, license, or benefit, the applicant is afforded the opportunity to challenge the accuracy of the record and assure that the record is complete. You are advised that the procedures for challenging, correcting, and updating an FBI criminal history record are contained in Title 28, Code of Federal Regulations (CFR), Section 16.34. If you feel your criminal history record is inaccurate or incomplete, you may request information from the HR Department to begin the review and challenge process.

Thank you for your interest!

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Do you have a special talent, hobby or interest you might wish to share with, or teach to, library patrons? If so, please *attach* a brief description and discuss how you would make your presentation (time required, space needed, age group that would be interested, etc.)

VOLUNTEER

at the



"Inspiring a Vibrant Community"

Cottonwood Public Library

100 S 6th Street
Cottonwood, AZ 86326
(928) 634-7559
www.ctwpl.info

We

LOVE

Our Volunteers!

Volunteer Application

Date _____

Since a substantial amount of training is necessary to equip you to volunteer here, we ask that you consider your commitment to be a serious one. Please plan to give the Volunteer Coordinator as much advance notice as possible when you cannot work on your scheduled day so a replacement can be found.

There will be a probationary period of three weeks in order for you and the Library to determine if our partnership is comfortable for all parties concerned. We cannot function without our volunteers and we want your experience here to be a pleasant one.

Volunteer Opportunities . . .

Please indicate which volunteer opportunities might interest you:

Area of Library: Adult **OR** Youth Services

Circulation Desk (checking in/out)

Shelving materials in the library

Shelf-reading

Displays/Signage

Covering or mending books

Delivering books to the homebound

Other _____

WE GIVE NAMES AND ADDRESSES TO THE LIBRARY BOARD FOR OCCASION CARDS. DO YOU OPPOSE? YES NO

Last Name	First Name/MI	Birthday
Address	City	Zip Code
Home Phone	Cell Phone	

Email: _____

Emergency Contact (name & #): _____

Education/previous work and volunteer experience: _____

Are you bilingual? Yes No If so, which language(s)? _____

Please list any physical condition that may limit your volunteer assignments (i.e., need sit-down job, no lifting, no reaching, trouble bending, trouble reading small print, etc.):

When are you available to work?

	Morning 10:00 am – 12:00 pm	Afternoon 12:00 pm – 2:00 pm	
Monday			
Saturday			
	Morning 8:30 am – 12:00 pm	Afternoon 12:00 pm – 3:00 pm	Evening 3:00 pm – 6:00 pm
Tuesday			
Wednesday			
Thursday			
Friday			

For Library use Only

Comments: _____ Date Started: _____