



**VOLUNTEER APPLICATION FORM**  
 Memphis Public Library & Information Center  
 Volunteer Coordinator  
 3030 Poplar Ave.  
 Memphis, TN 38111-3527  
 Phone (901) 415-2840 FAX (901) 323-7902



Date \_\_\_\_\_

Mrs. Mr. Miss Ms.  
 (circle one)

\_\_\_\_\_

Last Name    First Name    Middle Name

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Work Phone \_\_\_\_\_

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

Email \_\_\_\_\_ Under Age 18 Yes or No (If yes, list birth date) \_\_\_\_/\_\_\_\_/\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

What would you like to do in the Library? Please check one or more of the following.

**Central Library**

- 211/LINC
- Administrative
- Bookstore clerk
- Book sorter – Friends of the Library
- Computer Assistant or Trainer
- Docent/Tour Guide
- History/Archives
- Special Events/Projects
- Welcome Desk
- WYPL
- Cloud 901 (Teen Learning Lab)

**Branches**

- Computer Assistant
- Friends of the Library\*
- Program Assistant
- Shelving/Office
- Special Events/Projects

*\*Requires a Friend's Membership Fee*

Branch preference \_\_\_\_\_

Number of hours available per week \_\_\_\_\_

Note day and time availability below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>							
<b>Afternoon</b>							
<b>Evening</b>							

Education (Highest Level)     Grammar School     High School     College     Post-graduate  
 College Degree(s) or Professional Training

Languages \_\_\_\_\_

Employment     Current     Prior  
 Employer \_\_\_\_\_ Occupation/Title \_\_\_\_\_  
 Responsibilities \_\_\_\_\_

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Why do you want to volunteer at the Memphis Public Library?

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Have you ever done volunteer work before?

Yes

No

If yes, please provide the **organization name, volunteer coordinators name, contact information and dates of service.**

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Special talents and skills

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How did you hear about volunteer opportunities at the Library?

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Do you have any physical conditions that we need to be aware of in case of medical emergency?

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Have you ever been convicted of an offense other than a minor traffic violation?

Yes

No

If yes, please explain \_\_\_\_\_

Are there any criminal charges pending against you?

Yes

No

If yes, please explain \_\_\_\_\_

Emergency Contact Person

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

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

**Volunteer Release and Waiver Agreement**

*Please read the below information and sign*

I certify that the statements made in the volunteer application are true and correct and have been given voluntarily. I understand misrepresentation of any information may result in termination of my volunteer involvement.

I am volunteering for personal reasons. I understand I will not be paid for my services as a volunteer and expect no compensation.

I give my consent to Memphis Public Library to use interviews, photographs, or video of myself ( my child) for promotional and educational purposes in the media.

I hereby agree to release, waive, and discharge MPLIC from any and all claims or liabilities resulting from my volunteer services. I hereby agree not to institute or assist in any action or suit at law or in equity against the City of Memphis, Memphis Public Library & Information Center, its officers, employees, agents, or otherwise, for compensation, damage, loss or injury either to person or property, or both arising out of volunteer services. Applications for minors will only be accepted with a parent's signature (Minimum age of 14).

Should I become a volunteer, I agree to:

- Comply with the rules and regulations of the Memphis Public Library & Information Center.
- Perform my volunteer duties to the best of my ability and act at all times as a member of the team
- To meet time and duty requirements, or provide adequate notice and attempt to arrange for alternative arrangements.

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Signature of Volunteer Applicant

Date

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**Signature of Parent/Guardian if applicant is under age 18**

**Date**

Subject to background check