



505 n. northwest highway  
barrington, il 60010

## Volunteer Application

Name \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_

City/State/Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

### High School Students Only:

Is this volunteer work for a school requirement?  No  Yes

Will you require validation of your hours?  No  Yes

Name of high school \_\_\_\_\_ Year of expected graduation \_\_\_\_\_

Total hours required for program \_\_\_\_\_ By (date) \_\_\_\_/\_\_\_\_/\_\_\_\_

School/Organization Contact: Name \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail of Contact \_\_\_\_\_

Relevant Work Experience \_\_\_\_\_

Computer Skills \_\_\_\_\_

Additional Skills \_\_\_\_\_

Previous Volunteer Experience \_\_\_\_\_

**For which volunteer position  
are you applying?**

List times you are willing to commit to the Barrington Area Library for volunteer service:

Monday

Thursday

Tuesday

Friday

Wednesday

Saturday

Emergency Contact: Name \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Relationship: \_\_\_\_\_

## **VOLUNTEER GUIDELINES:**

### **Schedule/Attendance**

The library depends on its volunteer help. Once you agree to work as a volunteer, you will be expected to respect the work schedule you have agreed to. Volunteers should notify the volunteer coordinator (847-382-1300 x 220) of any necessary absence from duty as far in advance as possible.

### **Time-Keeping Procedures**

For record keeping and recognition purposes, all volunteers are required to sign in when they report to work and sign out when their shift is over. The sign-in book is in the Circulation Department. No volunteer hours will be validated unless your signature is present for the dates.

### **Identification Badges**

Volunteer badges are to be worn by all volunteers while on duty. This identification is essential for security purposes as it will allow access to certain non-public areas of the library. Volunteer badges help patrons distinguish between volunteers and paid staff and also serve to promote the volunteer program. Badges are to be kept in the library.

### **Resignation**

To properly maintain records of volunteers, when you have completed your volunteer service or if you cannot continue your service we expect you to inform the volunteer coordinator immediately.

### **Dismissal**

Many area high school students are required to volunteer in the community for various organizations. The Barrington Area Library has a limited number of volunteer positions available, and they are in great demand. Therefore, volunteers who do not work any scheduled hours during an entire calendar month will be dropped from the volunteer program, and their hours will be offered to someone else.

### **Background Check**

Successful passing of a criminal background check (approved by the Executive Director) is required for all volunteers 18 years of age and older. You will not be able to start your volunteer service until the background check is complete. You will be contacted by the volunteer coordinator to complete the form.

### **Community Service**

The Barrington Area Library does not accept volunteer applications for any court mandated or community service requirements.

I have read the guidelines and agree to adhere to them.

\_\_\_\_\_  
Signature

\_\_\_ / \_\_\_ / \_\_\_\_  
Date

### **FOR USE BY VOLUNTEER DEPARTMENT (Revised 8/12)**

Interview Date/Time \_\_\_\_\_

Background Check \_\_\_\_\_

Orientation Date \_\_\_ / \_\_\_ / \_\_\_\_

Starting Date \_\_\_ / \_\_\_ / \_\_\_\_

Comments \_\_\_\_\_

Initial Assignment \_\_\_\_\_