

Fort Worth Library Volunteer Application

All Library volunteers must submit an application. Thank you for applying!



Fort Worth Library
A Service of the City of Fort Worth



1. PERSONAL INFORMATION *(Type or print clearly)*

Last Name	First Name	Middle Initial	
Street Address	City	State ZIP	
Email Address	Primary Phone	Best way to contact you?	
Driver's License Number	State Issued	Date of Birth (MM/DD/YY)	ADULT (18+) or YOUTH (12-17)
Current Employer (If any)	Emergency Contact Person	Emergency Contact Phone	

2. ADDITIONAL INFORMATION

Do you have any conditions or limitations which will require special arrangements? If so, please specify:

Are you currently pending trial or judgment, been given deferred adjudication, or ever been convicted of a crime? (includes misdemeanor, felony or military court martial) *Check one:* ___ YES ___ NO

If **YES**, list date, offense & outcome for each below. Conviction does not necessarily disqualify you from volunteering.

3. CATEGORY *(Check one and give additional information if applicable)*

VALUE	Regular volunteer who donates their time, skills and knowledge to the Library.		
CREDIT	For credit or service hours for school clubs, Boy Scouts, church, housing, college internships, etc. <i>The Library cannot guarantee placement or completion of hours by the deadline.</i>		
	Agency Name:	Hours Needed:	Deadline:
COURT	For court mandated community service hours, including adult and teen courts. <i>The Library cannot guarantee placement or completion of hours by the court deadline.</i>		
	Agency Name:	Hours Needed:	Deadline:
FINE	To repay personal Library fines; fines are repaid at \$7.25/hour of volunteer work. <i>Collection agency fees but must be paid. Limit two (2) fine repayments per volunteer every ten (10) years.</i>		
	Fine Amount:	Card Number:	
CARD	For a Nonresident Volunteer card, when MetroPAC, TexShare, Student or Donor privileges do not apply. <i>Card issued after hours completed and good for one year from that date. 100 hours.</i>		

4. AVAILABILITY *(Check all that apply)*

	SUN	MON	TUES	WED	THURS	FRI	SAT
Morning							
Afternoon							
Evening							

Return completed applications to a Fort Worth Library, Early Childhood center or Volunteer Services

Email libraryvolunteers@fortworthtexas.gov **Fax** 817-392-7956 **Phone** 817-392-7703 **Web** www.fortworthlibrary.org

5. PLACEMENT

The Library has 24 locations in Fort Worth, including libraries & Early Childhood centers. List your top 3 choices:

1. _____ 2. _____ 3. _____

Do you have any skills, interests, or experience that will help us place you? Please list:

Volunteer placements vary by location, time and other factors. Which areas interest you? Check all that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Computer Classes | <input type="checkbox"/> Special Events | <input type="checkbox"/> Office/organization |
| <input type="checkbox"/> Plaza desk/greeter | <input type="checkbox"/> Children's story time/crafts | <input type="checkbox"/> Mail clerk |
| <input type="checkbox"/> Circulation/shelving | <input type="checkbox"/> Early Childhood Matters | <input type="checkbox"/> Literacy tutor |

6. REQUIREMENTS

Fort Worth Library volunteers must complete an application to be considered, and must be minimum age 12 years old. Applicants age 12-17 years old (minors) must have a Parent/Guardian sign the application. Applicants age 18 years and older are subject to a criminal background check. Applicants with a theft, violent or sexual offense in their background are disqualified to volunteer at the Library. Submitting an application does not guarantee placement.

7. APPLICANT CERTIFICATION

I give permission to the City of Fort Worth to inquire about my qualifications and/or character. I understand that the information requested is for the purpose of a background/reference check; and this check may be made by phone, writing, or via the internet and may include present and past employers, motor vehicle, and police records.

I also authorize employers and any person who may have information concerning me and my background to furnish such information to the extent allowed by law and for the intended purpose of my application to perform as a volunteer for the City of Fort Worth, and hereby consent to the release of such information.

I certify that all information contained on this application and given at time of interview is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, omissions or falsifications will result in my removal from volunteer consideration or dismissal if placed.

As a volunteer I agree to perform, to the best of my ability, the tasks as outlined in my job description or the tasks established by my supervisor; report to work on time, when scheduled, and if unable, to call my supervisor; to accept supervision, maintain confidentiality, observe stated goals, and objectives; and give my supervisor adequate notice before termination as a volunteer.

As a volunteer, I understand that the City does not provide volunteers with employee benefits, accident insurance, death benefits, and workers compensation benefits for medical treatment or salary replacement for lost time due to injury; nor does the City carry commercial general liability insurance covering volunteers.

As a volunteer, I understand that I will be provided adequate workspace when and where applicable; and ongoing supervision, evaluation, and training.

Applicant Signature **Date**

Parent/Guardian Signature *(If applicant is under 18 years old)* **Date**

Library Use Only

Rev 01/2014 js

Unit Where Applied:	Unit Supervisor Initials:	Date:	Memo:
Received in Office:	Entered:	Office Initials:	
Background Check:	Approved	Disqualified	