



# Volunteer Application

Date \_\_\_\_\_

## ABOUT THE VOLUNTEER PROGRAM:

**What are the age requirements?** Young adults (high school and up) and adults are eligible.

**What is the time commitment?** Volunteer jobs require a minimum 20 hour commitment. Exceptions are school projects and special events.

**What kind of jobs are available?** Shelving books, assisting with children's programs, straightening the library and assorted other jobs.

## PLEASE PRINT:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
First Middle Initial Last Month / Day / Year

Address \_\_\_\_\_ City State Zip

Contact \_\_\_\_\_

(Check the best way to contact you)  Daytime Phone  Evening Phone  Email

What hours are you available? (Please be as specific as possible)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Please tell us why you want to volunteer at the Library, and where in the Library you would like to work:

\_\_\_\_\_

Are your volunteer hours a requirement for a class or school?

\_\_\_\_ Yes \_\_\_\_ No

If yes, total hours needed \_\_\_\_\_ Deadline for completion \_\_\_\_\_

For students \_\_\_\_\_  
School Current Grade

Emergency contact \_\_\_\_\_  
Name Phone

**Have you ever been charged with a felony or misdemeanor other than minor traffic violations?**

\_\_\_\_ Yes \_\_\_\_ No If Yes, please list the offense: \_\_\_\_\_

Most adult (18 and over) volunteer positions require a criminal background check.

**All information above is true and accurate. Please read and sign the liability and confidentiality waiver on the reverse side.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Parent Signature (if applicant is under 18 years old)

Staff Use:

\_\_\_\_ Liability waiver signed      \_\_\_\_ Background check complete

# VOLUNTEER AGREEMENT

## Parental Consent / Liability / Confidentiality Waiver / Background Check

### Youth Volunteers (Parent or Guardian):

I, \_\_\_\_\_, as parent / guardian of \_\_\_\_\_ agree to indemnify and hold harmless the Kansas City, Kansas Public Library from any and all claims or causes of action that may arise for any incidents, accidents or illnesses that may occur to my child from his / her participation in the volunteer program. I waive any right of action I have against the Kansas City, Kansas Public Library in consideration of the volunteer's participation as a volunteer for the library. I further understand and agree that the volunteer will receive no compensation for any services performed as a volunteer of the library.

### Adult Volunteers:

I, \_\_\_\_\_, agree to indemnify and hold harmless the Kansas City, Kansas Public Library from any and all claims or causes of action that may arise for any incidents, accidents or illnesses that may occur to my child from his / her participation in the volunteer program. I waive any right of action I have against the Kansas City, Kansas Public Library in consideration of the volunteer's participation as a volunteer for the library. I further understand and agree that the volunteer will receive no compensation for any services performed as a volunteer of the library.

### All Volunteers:

I, \_\_\_\_\_, understand that in my capacity as a volunteer, I may come into contact with confidential information. I agree to adhere to the library's policy regarding privacy of library patrons and to protect personal and confidential information to the best of my abilities and not to divulge it during or after my service as a volunteer. I understand that a breach of confidentiality is grounds for dismissal. I further understand and agree that I will receive no compensation for any services performed by me as a volunteer for the Kansas City, Kansas Public Library.

### Notice of Request for Criminal Record Checks (age 18 and up):

The Kansas City, Kansas Public Library wants to ensure that we are engaging only those applicants who are able and qualified to work around our customers and their children. The attached form gives us permission to use a third-party vendor to check both criminal records on the state-level, as well as a sex offender registry. To be considered for volunteer placement, we ask that you please complete the attached form. Should your background check yield any questionable history of criminal activity, Personnel will make a determination as to your eligibility for a volunteer assignment. Notification of that decision will be provided. Under no circumstances will the Library knowingly hire convicted sex offenders, regardless of what position you are being considered for. Thank you for your understanding of our need to protect our customers and staff.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_