



Manhattan Public Library



North Central Kansas Libraries System

629 Poyntz Avenue • Manhattan, KS 66502

785-776-4741 • www.mhklibrary.org

## Volunteer Application

### INSTRUCTIONS - PLEASE READ CAREFULLY

Manhattan Public Library accepts volunteer applications when a need is identified. All information provided in this application will be treated confidentially and will be used only to help assure the best use of your abilities.

All requested information must be furnished. Fill in all spaces accurately and completely. If an item does not apply to you, or if there is no information to be given, write the letters "NA" for "not applicable." All information contained in the application is subject to verification.

You will be notified if you are selected for an interview. Depending on the department manager's schedule and workload, this could be anywhere from a few days to a few weeks.

We do not keep applications on file for future openings. Please monitor our web site for positions that might be available at a later time and complete another application.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_ Unit / Apt. Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Secondary Phone Number \_\_\_\_\_

When is the best time for us to reach you via telephone?  Morning  Afternoon  Evening

What volunteer opportunity(s) are you interested in? \_\_\_\_\_

Have you ever been employed by Manhattan Public Library or North Central Kansas Libraries System?  Yes  No

If yes, when? \_\_\_\_\_

What department and position? \_\_\_\_\_

Who was your supervisor? \_\_\_\_\_

Please give names of any relatives employed by Manhattan Public Library or North Central Kansas Libraries System.

Are you 18 or older?  Yes  No

If selected for a volunteer position, when can you start? \_\_\_\_\_



## Volunteer Application

### Education

Include High School, College/University, Graduate School, and/or Business/Trade School

| Name and Location of School | Did You Graduate?  | Course of Study or Major | Type of Certification or Degree |
|-----------------------------|--|--------------------------|---------------------------------|
|                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |                          |                                 |
|                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |                          |                                 |
|                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |                          |                                 |
|                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |                          |                                 |

### Skills

Refer to the volunteer duties. Describe the qualities you have that make you suitable for this job. Include education, experience, and skills. Attach an additional sheet if necessary. Be sure to include previous library experience, either paid or volunteer.

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Do you speak, write, or understand any foreign language(s)? Yes No

If you answered yes, what language(s)? \_\_\_\_\_

How many hours would you like to volunteer each week? \_\_\_\_\_

### List the hours you are available to volunteer.

For example, 8 a.m. – 5 p.m.; 9 a.m.-12 noon, 3 p.m.-9 p.m. Do not mark the day with an "X."

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
|        |         |           |          |        |          |        |

## Volunteer Application

### Employment and/or Volunteer History

Please provide work, school, or volunteer experience information that is relevant to duties of the volunteer position you are interested in at Manhattan Public Library. Attach separate sheet if necessary.

|  |                            |
|--|----------------------------|
| <b>Employer or Organization</b>              | <b>Position and duties</b> |
| <b>Employment or Volunteer Service Dates</b> | <b>Reason for leaving</b>  |
| <b>Name of supervisor</b>                    | <b>Phone number</b>        |
| <b>Employer or Organization</b>              | <b>Position and duties</b> |
| <b>Employment or Volunteer Service Dates</b> | <b>Reason for leaving</b>  |
| <b>Name of supervisor</b>                    | <b>Phone number</b>        |
| <b>Employer or Organization</b>              | <b>Position and duties</b> |
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| <b>Employer/Organization</b>                 | <b>Position and duties</b> |
| <b>Employment or Volunteer Service Dates</b> | <b>Reason for leaving</b>  |
| <b>Name of supervisor</b>                    | <b>Phone number</b>        |

**The library has my permission to contact any of my present or past employers or organizations regarding my capabilities.**    Yes    No   *If no, state the reason \_\_\_\_\_*

### References

List at least one, or up to three persons who have knowledge of your work performance, school performance, or volunteer service. Please include professional or personal references. Do not include relatives.

| First and Last Name | Telephone Number | Email Address | Address | City, State, Zip |
|---------------------|------------------|---------------|---------|------------------|
|                     |                  |               |         |                  |
|                     |                  |               |         |                  |
|                     |                  |               |         |                  |

### Acknowledgments and Signature

- I certify that the information contained in this application is true, complete and correct. I understand that omissions or misstatements may be cause for rejection of this application or removal from the volunteer program.
- My signature authorizes the Manhattan Public Library to secure my driving record (if the position requires driving) and information needed to obtain a criminal background check.
- I authorize the references provided to give any and all information concerning previous employment or any other pertinent information they may have. I release all parties from all liability that may result from furnishing this information to you.
- I understand this is a volunteer application and that employment is not being offered.

*Your signature below indicates that you agree to the terms and conditions listed above.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_