

# Volunteer Application



**KENOSHA  
PUBLIC LIBRARY**

7979 38th Avenue  
Kenosha, WI 53142  
Personnel Phone: (262) 564-6325

**Kenosha Public Library volunteer positions are year round and most positions require some evenings and weekends. KPL reserves the right to only place volunteers when placements are available.** The Library does not accept volunteer work for court ordered community service fulfillment, or school mandated volunteers who need to complete their hours to meet a disciplinary requirement.

**(Please Print Clearly Using Ink)**

|  |        |            |  |          |  |
|--|--------|------------|--|----------|--|
| Last Name  |        | First Name |  | Middle   |  |
| Address: Number  | Apt. # | City       | State  | Zip Code |  |
| Telephone Number(s)  |        |            | Email  |          |  |
| Are you 18 years or over? <input type="checkbox"/> Yes <input type="checkbox"/> No                   |        |            | If no, birth date:      month      day      year                                       |          |  |
| Do you possess a valid WI Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No |        |            | Do you have any restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No |          |  |
| Emergency Contact Name:  |        |            | Emergency Contact Phone Number(s):   |          |  |
| Emergency Contact Address:   |        |            | Emergency Contact Relationship:  |          |  |

## Education

|  |  |
|--|--|
| Did you graduate from high school or earn a GED?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | If not, are you still a student?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

## Other Education

| Institution & Location | Years Attended | Program of Study | Degree/Year |
|------------------------|----------------|------------------|-------------|
|                        |                |                  |             |
|                        |                |                  |             |

## Employment or Volunteer History (List most recent first)

| Employer Name, Address, Telephone | Job title & brief description of work | Dates of Employment | May we contact this employer/organization? |
|-----------------------------------|---------------------------------------|---------------------|--|
|                                   |                                       |                     | Yes      No                                |
|                                   |                                       |                     | Yes      No                                |

**Please Provide Professional and/or Personal References**

| First and Last Name | Relationship and Years Known | Telephone Number |
|---------------------|------------------------------|------------------|
|                     |                              |                  |
|                     |                              |                  |

Please note the skills, abilities, or interests below that are applicable to you:

- Previous Library Work                       Computer Work                       Foreign Language(s): \_\_\_\_\_  
 Arts and Crafts Ability                       Gardening

Please tell us about any special interests, skills or hobbies: \_\_\_\_\_

Please list any physical limitations the library should know about: \_\_\_\_\_

Are you related to anyone employed by the Kenosha Public Library? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please provide the name and the relationship. (Volunteers cannot be supervised by a relative.) \_\_\_\_\_

Please indicate the areas you are interested in:

- Garden Projects/Grounds Maintenance    Computer instruction    Homework Help    Bookstore  
 Language Assistance    Other (Please specify) \_\_\_\_\_

**Your Availability - please list the days and times you are available to volunteer**

| Time  | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| Begin |        |        |         |           |          |        |          |
| End   |        |        |         |           |          |        |          |

I will be able to volunteer starting: \_\_\_\_\_  
 I need to complete my service by: \_\_\_\_\_  
 I need to complete \_\_\_\_\_ hours of service.

I can commit to the following length of service:  
 3 months                       6 months  
 12 months/1 year                       No limit

To the best of my knowledge, the above information is accurate and complete. Any material false statements or omission on this application will lead to immediate termination, and I agree that the Kenosha Public Library shall not be held liable in any respect if my volunteer placement is terminated for that reason. I authorize the companies, schools and persons named above to give any information requested regarding my employment, character and qualifications, and release and hold harmless Kenosha Public Library and the companies, schools and persons from any liability in doing so.

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

**FOR LIBRARY STAFF USE ONLY:**

| Assignment: | Position: | Start Date: | Supervisor | Branch Location/Comments |
|-------------|-----------|-------------|------------|--------------------------|
|             |           |             |            |                          |