



Volunteer Application

Date _____

PLEASE PRINT:

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

Address _____ City _____ State _____ Zip _____

Email _____ phone _____

Best way to contact you: Phone Email

What hours are you available? (**Please be as specific as possible, for example, 9 a.m.-12 noon**)

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

May we call you on short notice? ___Yes___No

For applicants aged 16 and up: Would you be interested in working with Friends of HPL at the bookstore? ___Yes___No

Please tell us why you want to volunteer at the Library:

Skills:

Are your volunteer hours a requirement? Yes_____ No_____

If yes, please elaborate _____

Total hours needed _____ Deadline for completion _____

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: _____

References List two professionals who have knowledge of your work performance within the last ten years.

Name _____ Phone _____

Email _____ Relationship _____

Name _____ Phone _____

Email _____ Relationship _____

Are you able to lift 30 pounds (boxes, tables, equipment)? ___Yes___No

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 Hays 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 Hays 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 (18 years of age and older):

I, _____, agree to indemnify and hold harmless the Hays 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 Hays Public Library in consideration of the volunteer's participation as a volunteer for the library. I am personally responsible for contacting HPL with any schedule changes or questions. 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. Any shifts missed without advance notification may void the remainder of my volunteer agreement and I may not be asked to return for any future shifts. I further understand and agree that I will receive no compensation for any services performed by me as a volunteer for the Hays Public Library.

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

The Hays Public Library wants to ensure that we are engaging only those applicants who are able and qualified to work around our patrons and their children. You will be receiving an e-mail from Validity Screening, which provides a single-use link to a website where this will be completed. Please make sure and check your junk folder. Validity Screening is 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. 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 patrons and staff.

All information listed is true and accurate.

Applicant Signature

Parent/Guardian Signature (for applicants under 18)

Staff Use:

Liability waiver signed

Background check complete