

# Application for Volunteer Position

## Poudre River Public Library District



**Main Library**  
201 Peterson Street  
Fort Collins, CO 80524



**Harmony Library**  
Front Range Community College  
4616 South Shields  
Fort Collins, CO 80526



**Council Tree Library**  
Front Range Village  
2733 Council Tree Ave  
Fort Collins, CO 80525

**Note:** Please indicate location you prefer to volunteer by circling one of the three  choices above.

**Directions:** Each question should be fully and accurately answered. Please print or type, *except* for the signature on the last page of the application.

### Volunteer Application Information

Name \_\_\_\_\_ Telephone Number(s) \_\_\_\_\_ (day)

Street Address \_\_\_\_\_ Apt/Unit # \_\_\_\_\_ (evening)

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

May we contact you at your e-mail address? \_\_\_\_\_ No \_\_\_\_\_ Yes

My e-mail address is \_\_\_\_\_

Date Available for Volunteer Work \_\_\_\_\_

Are you interested in one-time/short-term volunteer assignments? (circle one) Yes No

Are you interested in on-going volunteer assignments? (circle one) Yes No

Days/Hours Available to Volunteer \_\_\_\_\_

\_\_\_\_\_, totaling \_\_\_\_\_ hours per \_\_\_\_\_ week OR \_\_\_\_\_ month

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodations? Yes No (circle one)

I am seeking this volunteer position: (check one) \_\_\_\_\_ to fulfill court-ordered Community Service  
\_\_\_\_\_ to satisfy school/class/scholarship Community Service requirements \_\_\_\_\_ to become a regular library volunteer

Are you age 18 or older? (circle one) Yes No If no, please list date of birth \_\_\_\_\_

If you are applying for a volunteer position which requires driving, do you possess a valid driver's license?

(circle one) Yes No If yes, what Class \_\_\_\_\_ Please list your automobile insurance

company & telephone number \_\_\_\_\_

Have you volunteered for the Poudre River Public Library District before? (circle one) Yes No

If yes, please list department or area, responsibilities, and approximate dates:

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**Additional Skills**

Examples of additional skills are: fluent Spanish or other foreign language speaker, can translate a foreign language, have received diversity training in another organization, public speaking experience, completed computer training classes, special training in prior volunteer experience, have been a trainer, etc.

\_\_\_\_\_

\_\_\_\_\_

training? \_\_\_\_\_

\_\_\_\_\_

computer? \_\_\_\_\_

software applications? \_\_\_\_\_

\_\_\_\_\_

office equipment? \_\_\_\_\_

**Additional Information** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education, vocational, technical or military training information that is relevant to the position for which you are applying:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References**

Please list three people (not relatives) as references for the volunteer position for which you are applying:

Name

Address

Phone Number

\_\_\_\_\_

\_\_\_\_\_

>>>Sorry, we cannot consider your volunteer application if you do not supply the requested references.<<<

Applicants are considered for volunteer positions without regard to race, religion, sex, age, national origin, disability and other characteristics protected by law.

**Certification and Release**

I certify that all statements made in this application are true and complete. I authorize the Poudre River Public Library District to investigate all statements made as a part of the application and to secure any necessary information from all subsequent employers, references, academic institutions, law enforcement agencies, other persons and entities, and public records. I hereby release all such persons, entities, employers, references, institutions, agencies and the Poudre River Public Library District from any and all liability arising from their giving or receiving information about my employment history, academic credentials, qualifications, reputation, driving record, and criminal record. A photocopy of this release can be used for all purposes.

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I understand that any false answers or misleading statements as well as misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate discharge should any be discovered after I am engaged as a volunteer.

I understand that nothing in this volunteer application, in the Fort Collins Regional Library District's statement of personnel policies or in my communication with any Poudre River Public Library District employee or official is intended to create an employment contract between the Poudre River Public Library District and me. Accordingly, either the Library District or I may terminate my employment at-will/volunteer service at any time with or without cause or notice. I understand that the at-will nature of the employment/volunteer service relationship can only be changed in a specific writing signed by the Library Director and representative of the Library District Board of Trustees.

I hereby acknowledge that I have read, understand, and agree to the preceding statement.

Signature of Volunteer Applicant \_\_\_\_\_ Date \_\_\_\_\_