



Berkeley Public Library – Volunteer Application

Name _____ Date of Birth _____
(Last) (First) (Initial)

Home Address _____

Business Address _____

Home Phone _____ Work Phone _____

Email Address _____

Education: High School Diploma or Equivalent _____
College (please list schools attended and degrees earned) _____

Work Experience

Activity	Agency	Dates

Volunteer Experience

Activity	Agency	Dates

Language Skills Other than English (Speak/Read/Write) _____

Computer Skills _____ List software used _____

List other skills you are willing to use: _____

Please list the times you will be able to volunteer:

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Limitations that might restrict your activities: _____

Why do you wish to volunteer at the Berkeley Public Library? If you need to do community service, explain the reason. _____

How did you hear about our volunteer program? _____

Have you ever been convicted by any court, including military court, of any offense?

Yes _____ No _____

If "yes," please explain. (Conviction is not necessarily a bar to volunteer opportunities. Each case is given individual consideration based on job-relatedness of the offense.)

Preferred Work Sites 1. _____ 2. _____

Please give the name of three references who know of your abilities and interests.

1. Personal Reference

Name: _____

Phone Number: _____

Describe how long you have known this person and what type of relationship you have with the person.

2. Employment Reference:

Name: _____

Organization: _____

Phone Number: _____

Describe your relationship with this organization, including duties performed and dates of employment.

3. Volunteer Reference:

Name: _____

Agency: _____

Phone Number: _____

Describe your volunteer assignments and length of time you served with this agency.

Applicant's Signature: _____ Date: _____

Please Return this application to the Central Library Information Desk
Or mail to: Linda McDonald, Volunteer Coordinator
Berkeley Public Library, 2090 Kittredge Street, Berkeley, CA 94704

(Revised 04/04)