



## 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:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

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

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

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

**3. Volunteer Reference:**

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

May we contact the references listed above? ☐ Yes ☐ No

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

(Revised 10//07)