



205 E Hampden Ave.
Fergus Falls, MN
218-739-9387
www.fergusfalls.lib.mn.us

VOLUNTEER APPLICATION

Date _____

Equal Employment Opportunity Policy: It is the policy and practice of the City of Fergus Falls to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.

Data Privacy Notice: In accordance with the Minnesota Government Data Practices Act, the City of Fergus Falls is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The information requested on this application is intended to be used by the City of Fergus Falls in determining suitability for volunteer employment for the position which you are currently seeking or may seek in the future. Information which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the City of Fergus Falls without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

Notice to Applicants: Complete all applicable areas of the application form. Do not mark the form "see resume". Although you are not legally required to provide any of the information on this form, failure to provide complete, accurate information may reduce your opportunity.

Name _____ Phone (home) _____

Address _____ Phone (work or cell) _____

City _____ State _____ Zip _____ email _____

Emergency Contact _____ Relationship _____ Phone _____

The Fergus Falls Public Library appreciates your interest in becoming a Volunteer in our organization.

We accept applications at any time.

However, prospective volunteers are selected for interviews and training only when there is an immediate volunteer opportunity. Thank you!

Why are you interested in volunteering at the library?

What type of volunteer work interests you? (Check all that apply.)

- Maintenance (shelf-reading books, cleaning computer terminals)
- Events (storytimes, programs)
- Processing Library Materials (putting call number and barcode stickers on books, some computer work)

Is there an age group with whom you are particularly interested in working? (Circle all that apply.)

Children Teens Adults Seniors No Preference

When are you interested in volunteering? (Check all that apply.)

- Mornings
- Afternoons
- Evenings
- Flexible hours (different hours from week to week)
- Regularly scheduled hours each week (i.e., Tuesday afternoons 2 to 4)
- Summers only
- Winters only

Describe your educational background and any special training.

Describe your current occupation and employment status.

List skills you possess (i.e., keyboarding, computer proficiency, filing, writing, art/graphic design, fundraising, etc.).

Describe any current and/or previous volunteer or employment commitments.

Please list two non-family references we might contact:

Name: _____ RELATIONSHIP: _____ PHONE: _____

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Please note: The City of Fergus Falls conducts criminal history background checks on volunteers. For library volunteer positions, the City will look at the type of conviction and whether it is directly related to the volunteer opportunities you are interested in. Candidates for positions working with children will not be selected if they have been convicted of any crime listed in the Child Protection Worker Act (Minnesota Statutes 299C.61 & 62). Before any applicant is rejected on the basis of criminal conviction, he or she will be notified in writing and will be given any rights afforded by Minnesota Statutes Chapter 364.

Thank you for your interest in volunteering at the library!