



## San Diego Law Library Library Volunteer Application Form

Please print clearly and complete each section.

Name \_\_\_\_\_ Date \_\_\_\_\_

Street \_\_\_\_\_

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

Daytime Phone \_\_\_\_\_  Home  Cell

E-mail \_\_\_\_\_

Previous Work, Education, Volunteer, or Computer Experience:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Availability

How many hours do you wish to volunteer each week? \_\_\_\_\_

Date available to begin volunteer service? \_\_\_\_\_

Which branch location(s) do you prefer? Check all that apply:  Main  Vista  El Cajon  Chula Vista

Date and time available for volunteer service: (Please check all days/times that apply.)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						

Volunteer Areas of interest:

- Public Services (Reference, Checking out/in materials, phones, shelving materials, shelf reading)
- Core Operations (Processing materials)
- Information Technology (audio/visual)
- Administration (special projects)

References- Please list two references with phone numbers and e-mail. Use "Relationship" to indicate how you know each reference. (Employment, school, previous volunteer service.)

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

Have you ever been convicted, pleaded guilty or nolo contendere (no contest) to a misdemeanor or felony?

- Yes     No

If yes, describe the crime \_\_\_\_\_

Date and Location \_\_\_\_\_

Please note:

**Physical Demands:** Light to medium work. Ability to see, hear, talk, finger dexterity. Ability to lift (10 lbs), carry, bend, reach and kneel.

**Mental Demands:** Ability to read and comprehend professional procedures, memos, policies, and safety instructions. Ability to speak clearly, concisely relate information, details, and procedures to library patrons. Ability to perform basic mathematical functions and to understand basic currency transactions.

**Environmental Demands:** May include inside or outside work.

I certify that the statements made in this volunteer application are true and correct, and have been given voluntarily.

I understand that the San Diego Law Library reserves the right to screen volunteers, to accept or reject any applications, and to place applicants in specific locations and positions based on the needs of the Law Library.

I understand that I will not be paid for my services as a volunteer and I am giving my time freely to the Law Library.

I understand that my volunteer service may end at any time for any reason with or without cause and with or without notice.

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

**Return completed application to [volunteer@sdlawlibrary.org](mailto:volunteer@sdlawlibrary.org) or any one of our locations.**

**Library Use Only:**

Interviewed:

Date:

Placement:

Initials:

Notes: