



High Point Public Library & High Point Museum



Volunteer Application

Are you interested in volunteering at the (circle one): High Point Public Library High Point Museum Not sure/both
 If you are interested in volunteering in a certain department at the Library or Museum, please note here: _____

General Information

Name _____ Birthday _____

Address _____ City _____ State _____ Zip _____

E-Mail Address _____ Home Phone _____

Emergency contact person
Name _____ Phone _____ Relationship _____

I am seeking this volunteer position: (check one)
 to satisfy school/class/scholarship/Community Service requirements. Hours required _____ Deadline _____
 to become a regular Library/Museum volunteer

Have you volunteered for the Library or Museum before? Yes, at the Library Yes, at the Museum No

Have you ever been convicted of a felony or misdemeanor requiring imprisonment or fine in excess of \$50?
 If yes: name the county _____ and state _____
 If no: check here

Are you under 18 years of age (circle one) Yes _____ No _____
 Parent/Guardian Signature (Required for minors) _____ Date _____

Availability

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times							

References (not related to you)

1) Name _____ Phone _____ Relationship _____
 2) Name _____ Phone _____ Relationship _____

See reverse or next page

Employment and Volunteer History

Please list your two most recent jobs/volunteer work experiences. A resume is not required, but may be included as a supplement to this application

Employer's Name _____
Employer's Address _____
Employer's Phone Number _____
Was this a volunteer position? (Circle one) Yes No

Employer's Name _____
Employer's Address _____
Employer's Phone Number _____
Was this a volunteer position? (Circle one) Yes No

I agree to abide by the policies and procedures of The High Public Library and/or the High Point Museum (depending on where I do my volunteer work).

Signature _____ Date _____

Return completed application to:
Jo Williamson
High Point Public Library
P.O. Box 2530
High Point, NC 27261

Email/call with any questions
jo.williamson@highpointnc.gov
336-883-3521

Skills

If you are applying for a volunteer position at the **High Point Public Library**, please fill out the following chart. Place a check mark in the box appropriate to your skill and interest level.

		Knowledgeable and willing to do	Need training but willing to learn how	Not willing to do
Clerical/office work	phone calls, filing, photocopying, record keeping			
Communications/Information	brochure/newsletter, writing, mailings, opinion surveys/polling			
General Library work	shelf reading, shelving, checking books in/out, inspection of nonprint materials			
Library Research	archives/manuscripts, creating book lists, genealogy, local history, oral history			
Program Support	creating displays/bulletin boards, help with crafts, organize special events, summer reading program			
Computer Skills	database searches, data entry, desktop publishing, spreadsheets, word processing, Internet assistance, email			

Special Training & Skills

Please check if you are skilled at any of the following:

- Carpentry
- Sewing
- Indoor plant care
- Outdoor plant care
- Handyman skills
- Upholstery

Other special skills? _____

If you are applying for a volunteer position at the **High Point Museum**, please fill out the following chart. Place a check mark in the box appropriate to your skill and interest level.

		Knowledgeable and willing to do	Need training but willing to learn how	Not willing to do
Tour guide	conduct tours or demonstrations in Museum galleries and the Historical Park			
Research	Research collections objects, information for exhibits, education materials			
Crafts/Demonstrations	doing crafts with visitors or to support Museum Store			
Herb Garden	weeding, watering, planting historically accurate herbs			
Collections/ Library/Archives	working with Museum collection material, data entry			
Visitor Services/Museum Store	welcoming visitors, ringing up sales, preparing items for sale, conducting surveys			
Clerical	data entry, preparing items for mailing, filing			

Special Training & Skills

Please check if you are skilled at any of the following:

- Open Hearth Cooking
- Conservation
- Teaching
- Sewing
- Weaving
- Spinning

Other special skills? _____

****CONFIDENTIAL****

**CITY OF HIGH POINT
NORTH CAROLINA**

AN EQUAL OPPORTUNITY EMPLOYER
M/F/H

THE CITY OF HIGH POINT PROHIBITS DISCRIMINATION IN VOLUNTEER OPPORTUNITIES ON THE BASIS OF RACE, CREED, COLOR, RELIGION, SEX, NATIONAL ORIGIN, PHYSICAL OR MENTAL DISABILITY, AGE OR ANY OTHER FACTOR WHICH CANNOT BE LAWFULLY USED AS THE BASIS FOR PLACEMENT DECISIONS.

NAME _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

ADDRESS _____
STREET AND NUMBER AND/OR P.O. BOX

CITY, STATE, AND ZIP CODE

THE FOLLOWING INFORMATION IS REQUIRED TO ASSIST US IN OBTAINING A BACKGROUND CHECK. IF YOU ARE APPLYING TO VOLUNTEER IN A POSITION THAT WORKS WITH OR AROUND CHILDREN, OR HANDLES MONEY, THE CITY OF HIGH POINT REQUIRES A BACKGROUND CHECK FOR THOSE VOLUNTEERS. WE ARE ASKING YOU TO COMPLETE THE INFORMATION BELOW. THIS INFORMATION WILL BE TREATED AS CONFIDENTIAL. FAILURE TO PROVIDE THIS INFORMATION WILL NOT JEOPARDIZE OR ADVERSELY AFFECT ANY CONSIDERATION YOU MAY RECEIVE FOR VOLUNTEER OPPORTUNITIES. PLEASE SPEAK WITH THE VOLUNTEER COORDINATOR IF YOU ARE UNWILLING TO SUBJECT YOURSELF TO A BACKGROUND CHECK.

DATE OF BIRTH _____ SEX MALE FEMALE
MONTH DAY YEAR

ETHNIC GROUP/BACKGROUND
 WHITE BLACK HISPANIC AMERICAN INDIAN/ALASKAN NATIVE
 ASIAN AMERICAN OTHER

POSITION APPLIED FOR _____ VOLUNTEER _____

DATE OF APPLICATION _____

DRIVER'S LICENSE INFORMATION

LICENSE NO. _____ STATE _____ EXPIRATION DATE _____
CLASS A B C CDL (COMMERCIAL DRIVER'S LICENSE)



**WRITTEN AUTHORIZATION OF CONSUMER REPORT REQUEST
& DISCLOSURE OF CONSUMER REPORT REQUEST**

THIS DOCUMENT IS TO INFORM YOU THAT, AS A PART OF OUR PROCEDURE FOR PROCESSING YOUR VOLUNTEER APPLICATION, OR OTHERWISE DETERMINING YOUR ELIGIBILITY FOR A POSITION WITH THE CITY OF HIGH POINT, A CONSUMER REPORT/CRIMINAL BACKGROUND CHECK MAY BE OBTAINED FOR VOLUNTEER PURPOSES. THIS INQUIRY MAY INCLUDE INFORMATION AS TO YOUR CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING, WHICHEVER MAY BE APPLICABLE.

I, _____, AUTHORIZE THE CITY OF HIGH POINT TO OBTAIN ONE OR MORE CONSUMER REPORTS/BACKGROUND CHECKS ON ME IN CONNECTION WITH MY APPLICATION FOR VOLUNTEERING. SUCH REPORTS MAY INCLUDE, BUT ARE NOT LIMITED TO, CRIMINAL RECORDS CHECKS, CREDIT REPORTS OR OTHER INVESTIGATIVE REPORTS. THE AGENCY FROM WHICH THIS REPORT OR REPORTS MAY BE SOUGHT MAY INCLUDE, WITHOUT LIMITATION, CREDIT BUREAUS, PRIVATE INVESTIGATIVE FIRMS, CLERKS OF COURT, SCHOOLS OR OTHER EDUCATIONAL INSTITUTIONS WHICH I MAY HAVE ATTENDED TO REVEAL MY SCHOLASTIC RATINGS AND THE LIKE TO THE CITY OF HIGH POINT DURING THE COURSE OF THEIR INVESTIGATION AND I HEREBY RELEASE THEM FROM ANY DAMAGE WHATSOEVER FOR ISSUING SAME.

THIS AUTHORIZATION, IN ORIGINAL OR COPY FORM, SHALL BE VALID FOR THIS AND ANY FUTURE REPORTS OR UPDATES THAT MAY BE REQUESTED IN CONNECTION WITH MY VOLUNTEERING AT THE CITY OF HIGH POINT.

SIGNATURE OF VOLUNTEER _____

DATE _____