

Volunteer Application

14 West 10th St., Kansas City, MO 64105
816.701.3400 | kclibrary.org

DATE

LAST NAME

FIRST NAME

MIDDLE NAME

STREET ADDRESS (where you receive your mail)

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

BIRTH DATE (DD/MM/YYYY)

HOME PHONE

CELL PHONE

WORK PHONE

VOLUNTEER OPPORTUNITIES

☐ Digital Media Lab

☐ Refugee and Immigrant Services

☐ Library Outreach

☐ Other

EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT NAME

RELATIONSHIP

DAYTIME PHONE

CELL PHONE

WORK PHONE

BACKGROUND INFORMATION

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? ☐ Yes ☐ No

If yes, please list:

All volunteer positions require a criminal background check. Under no circumstances will the Library knowingly engage persons charged as being a sex offender or persons charged of criminal theft for any volunteer or staff position.

VOLUNTEER AGREEMENT

I, _____, agree to indemnify and hold harmless the Kansas City Public Library from any and all claims or causes of action that may arise out of my assigned volunteer duties. I waive any right of action I have against the Kansas City Public Library in consideration of my participation as a volunteer for the Library. I further understand and agree that I will receive no compensation for any services performed by me as a volunteer for the Kansas City Public Library.

I also understand that in my capacity as a volunteer, I may come into contact with confidential information. I agree to adhere to the Library's policy regarding privacy of Library patrons and to protect personal and confidential information to the best of my abilities and not to divulge it during or after my service as a volunteer. I understand that a breach of confidentiality is grounds for dismissal.

I agree to

- Arrive on time and prepared to perform to the best of my ability
- Notify my supervisor in advance if I am unable to work as scheduled
- Enter my hours worked in the Library log after each volunteer session

SIGNATURE

DATE

14 West 10th St., Kansas City, MO 64105
816.701.3400 | kclibrary.org

EMPLOYMENT

Are you currently employed? ☐ Yes ☐ No ☐ Retired

CURRENT EMPLOYER

POSITION/TITLE

STREET ADDRESS

CITY

STATE

ZIP CODE

Duties include: _____

EDUCATION

Please mark highest level of education:

☐ High School Diploma ☐ GED ☐ Bachelors ☐ Masters ☐ Doctorate

☐ Other training/Certification: _____

COMMUNITY SERVICE

Individuals seeking to fill community service requirements should complete this section.

REASON FOR COMMUNITY SERVICE

Total hours needed to fulfill requirement _____ Date hours must be completed ____/____/____

LIST ANY SPECIFIC DETAILS OF REQUIREMENT

CONTACT NAME

PHONE

AGENCY

If community service is court ordered, list offense: _____

To be considered for volunteer service, all individuals 18 years or older must complete and return this application. All applicants are subject to a criminal records check. Under no circumstance will the Library knowingly engage convicted sex offenders for any volunteer or staff position. The Kansas City Public Library is not obligated to provide a volunteer placement, nor are you obligated to accept the position offered. If you have any questions, please contact Katie Taylor at 816.701.3707 or the website kclibrary.org.

THANK YOU for offering to volunteer for the Kansas City Public Library. We value your time and service. Please place completed form in the boxes provided at the return/reception desk or mail in the provided return envelope. Applications can also be found online at www.kclibrary.org.