



# SUNNYVALE PUBLIC LIBRARY - VOLUNTEER APPLICATION – Page 2

## ■ SKILLS

Please check all of the following with which you have experience/previous training:

- PCs     Macs     Internet Explorer     Microsoft Word     Microsoft Access     Microsoft Excel  
 Other technologies (Please list) \_\_\_\_\_

What language(s) other than English do you: Speak? \_\_\_\_\_

Read? \_\_\_\_\_ Write? \_\_\_\_\_

What other skills or special interests do you have that would be helpful in determining the best assignments for your volunteer service at the Sunnyvale Public Library? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ■ REFERENCE INFORMATION

Please provide a personal or professional reference. Check one:  Personal     Professional (supervisor, teacher, or other)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Have you ever been convicted of a crime that has not been expunged or pardoned, other than a minor traffic violation?  Yes     No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONSENT TO BACKGROUND CHECK, RELEASE, AND AGREEMENT

I authorize the Sunnyvale Public Library and the Town of Sunnyvale to make inquiries as to my employment, education, experience, and character and to confirm that all statements made on this application are true. I authorize the Library and the Town to obtain information about my criminal history record, which may include information about arrests, convictions, plea bargains, and deferred adjudications. I acknowledge that the Library and the Town may use this and other information to determine my eligibility for volunteer positions with the Library. I understand that as long as I am a volunteer, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that a procedure is available to me to obtain clarification from the appropriate reporting agency if I dispute the record as received.

I offer to volunteer my services without compensation to the Sunnyvale Public Library and the Town of Sunnyvale. I release the Sunnyvale Public Library and the Town of Sunnyvale, and their officers, directors, agents, patrons, employees, and volunteers from any liability for any loss, cost, or damage to me or my property arising out of or in connection with my activities or time spent at the Library or in connection with my volunteer work for the Library.

I agree to abide by all directions, procedures, and guidelines applicable to volunteers, to treat the Library's patrons, staff, and volunteers with courtesy and respect, and to be a cooperative and considerate representative of the Sunnyvale Public Library. I accept the Library's right to dismiss me for poor performance of my duties, for poor attendance, or for the lack of need for my services.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent or guardian (for applicants less than 18 years of age) \_\_\_\_\_ Date \_\_\_\_\_

### FOR LIBRARY USE ONLY

Interview Date \_\_\_\_\_ Interviewed by \_\_\_\_\_ Recommend for Position?  Yes     No

Requested Start Date \_\_\_\_\_ Assignment \_\_\_\_\_

Volunteer to be supervised by \_\_\_\_\_

Signature of Supervisor for Volunteer \_\_\_\_\_ Date \_\_\_\_\_





## Disclosure Regarding Consumer Reports

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Please be advised that Quick Search is a consumer reporting agency, and on behalf of your prospective or current employer, Quick Search will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes. The reports will be used for the purposes of evaluating you for employment, promotion, reassignment, retention or termination. Such reports may include criminal background checks and other court records, education verification, employment verification, motor vehicle records, credit history, right to work, address history, and may include other matters concerning your character, general reputation, personal characteristics, and mode of living.

These consumer reports may also include investigative consumer reports, including information obtained through personal interviews with your neighbors, friends, or associates and concerning your character, general reputation, personal characteristics, and mode of living. You have the right to submit a written request to Quick Search for additional disclosure concerning the nature and scope of the investigation requested.

You may request additional information about your background report by oral, written or electronic means. Quick Search has trained personnel available to explain your file to you, including any coded information. You can contact Quick Search at 214-358-2880, 10228 E Northwest Highway Suite 69, Dallas, TX 75238, or email at [customerservice@quicksi.com](mailto:customerservice@quicksi.com). You have the right to obtain a complete and accurate copy of the completed report which properly reflects the nature and scope of the investigation performed. A summary of your rights under the Fair Credit Reporting Act (FCRA) is also being provided to you. Information regarding Quick Search's privacy practices can be found at [www.quicksi.com](http://www.quicksi.com)

Signature \_\_\_\_\_

Date \_\_\_\_\_