# SUNNYVALE PUBLIC LIBRARY VOLUNTEER APPLICATION

Applicants must be at least 16 years of age to volunteer.

Applicants under the age of 18 must have parent or guardian permission.

The Library does not accept individuals for court-ordered community service hours.

Student volunteers are those working on National Honor criteria or other school-related volunteer services/activities.

### PLEASE PRINT IN INK

### **■ PERSONAL INFORMATION**

NameLast Name		Firs	t Name				Mic	ddle Na	me	
Address		·		0.65.00	#	Apt. #				
City										
Cell Phone										
E-Mail									<del></del>	
Date of Birth						State	of Issi	ue		
Emergency Contact										
Do you have a Sunnyvale Library Car										
, , , , , , , , , , , , , , , , , , , ,		gees classening.	100 110	Library O	are Mui	IIDEI _			· · ·	
DUCATION AND EMPLOYN	MENT									
Are you a student? □ Yes □ No	Which school do y	ou attend?								
					7	8	9	10	11	12
yes, what is your grade point averag		Onoie mignesi								
							-			
College (years or degrees completed)		College or Univ	versity Attended _							
If yes, what is your grade point average College (years or degrees completed) Current Employer		College or Univ	versity Attended _							
College (years or degrees completed) Current Employer		College or Univ	versity Attended _	Position	1					
College (years or degrees completed) Current Employer		College or Univ	versity Attended _	Position	1					
College (years or degrees completed) Current Employer  OLUNTEER INTERESTS  Why do you want to volunteer?		College or Univ	versity Attended _	Position	1					
College (years or degrees completed) Current Employer  /OLUNTEER INTERESTS  Why do you want to volunteer?		College or Univ	versity Attended _	Position	1					
College (years or degrees completed) Current Employer  OLUNTEER INTERESTS  Why do you want to volunteer?		College or Univ	versity Attended _	Position	1					
College (years or degrees completed) Current Employer  OLUNTEER INTERESTS  Why do you want to volunteer?		College or Univ	versity Attended _	Position	1					
College (years or degrees completed) Current Employer  OLUNTEER INTERESTS  Why do you want to volunteer?		College or Univ	versity Attended _	Position	1					
college (years or degrees completed) current Employer  OLUNTEER INTERESTS  Why do you want to volunteer?  o you have previous volunteer exper	rience? u Yes u	College or Univ	versity Attended _	Position	id lengt	h of vo	lunteer	service	e for eac	h.
College (years or degrees completed) Current Employer COLUNTEER INTERESTS Why do you want to volunteer?	rience? u Yes u	College or Univ	versity Attended _	Position	id lengt	h of vo	lunteer	service	e for eac	h.
college (years or degrees completed) current Employer  OLUNTEER INTERESTS  Thy do you want to volunteer?  o you have previous volunteer exper	rience? u Yes u	No If yes	versity Attended _	Position perience an	od lengt	h of vo	lunteer ays thr	service ough S	e for eac	h.
college (years or degrees completed) current Employer  OLUNTEER INTERESTS  Thy do you want to volunteer?  o you have previous volunteer expert  lease check the days/times you are a	rience? □ Yes □	No If yes	versity Attended	Position perience an	od lengti	th of vo	lunteer ays thr	service ough S	e for eac	h.
College (years or degrees completed) Current Employer  COLUNTEER INTERESTS  Why do you want to volunteer?  Oo you have previous volunteer experious volunteer experious check the days/times you are a fuesday  Tuesday  Wednesday	rience? □ Yes □ available for volunteer a	No If yes	es, list previous exp Library is open 10: 00 p.m4:00 p.m.	Position	oo p.m. 4:00	Tuesd	ays thr	ough S	e for eac	h.
College (years or degrees completed) Current Employer  /OLUNTEER INTERESTS  Why do you want to volunteer?  Do you have previous volunteer experions  Please check the days/times you are a  Tuesday  Wednesday  Thursday	evailable for volunteer a:  10 a.m1:00 p.m	No If yes	versity Attended	perience an	od lengti	Tuesd p.m7 p.m7	ays thr	ough Son.	e for eac	h.

Please check the volunteer assignments that interest you.

- □ Greet and Welcome Patrons
- □ Shelving Books and Straightening Shelves
- ☐ Circulation Desk Assistant
- □ Computer Coach

- □ Adult Programs
- Teen Programs
- □ Children's Programs (reading program, summer crafts, storytime)
- □ Clerical

## SUNNYVALE PUBLIC LIBRARY - VOLUNTEER APPLICATION - Page 2

### ■ SKILLS

Please check all of the follow	ring with which you have experience/previous training:	
□ PCs □ M	acs   Internet Explorer   Microsoft Word	□ Microsoft Access □ Microsoft Excel
<ul> <li>Other technologie</li> </ul>	s (Please list)	
What language(s) other than	English do you: Speak?	
	Write?	
	terests do you have that would be helpful in determining the be	
REFERENCE INFORMA	ATION	
Please provide a personal or p		rofessional (supervisor, teacher, or other)
Name	Tele	phone
Have you ever been convicted	of a crime that has not been expunged or pardoned, other than	n a minor traffic violation? 🗈 Yes 🙃 No
naracter and to confirm that all stiminal history record, which may use ng as I am a volunteer, the crimi iminal history and that a procedu. I offer to volunteer my sublic Library and the Town of Sublic Library and the Town of Subst, or damage to me or my propork for the Library.  I agree to abide by all districted in the courtesy and respect, and to lismiss me for poor performance of gnature.	le Public Library and the Town of Sunnyvale to make inquiries a atements made on this application are true. I authorize the Lib include information about arrests, convictions, plea bargains, a this and other information to determine my eligibility for volunteral history records check may be repeated at any time. I under under it is available to me to obtain clarification from the appropriate ervices without compensation to the Sunnyvale Public Library annyvale, and their officers, directors, agents, patrons, employee erty arising out of or in connection with my activities or time specifions, procedures, and guidelines applicable to volunteers, to be a cooperative and considerate representative of the Sunnyvalor my duties, for poor attendance, or for the lack of need for my applicants less than 18 years of age)  FOR LIBRARY USE ONLY	rary and the Town to obtain information about my and deferred adjudications. I acknowledge that ever positions with the Library. I understand that as restand that I will have an opportunity to review the reporting agency if I dispute the record as received, and the Town of Sunnyvale. I release the Sunnyvale es, and volunteers from any liability for any loss, ent at the Library or in connection with my volunteer to treat the Library's patrons, staff, and volunteers ale Public Library. I accept the Library's right to services.  Date
	FOR LIBRARY USE ONLY	
nterview Date	Interviewed by	Recommend for Position? D Yes D No
equested Start Date	Assignment	
olunteer to be supervised by		
"Surgrate of outpervisor for voight	teer	Date

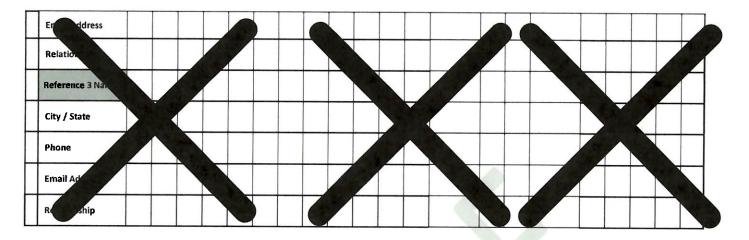


is now it Magnit

		PLEAS	SE US	EAN	INK	PEN /	AND F	RINT	CLE	ARLY.	USE	"UPP	ER CA	ASE"	LETTER	S. ON	E LE	TTE	RPER	BLO	CK.		
L	ast Name																T						
F	irst Name																						
N	/liddle Name												Nick	name			+		$\dashv$				
	revious												Dates Applicabl			+	+						
	revious lame 2												Da	ites icable		P	+			7			
	revious Jame 3												Da	tes icable	Œ		$\top$						
C	ate of Birth												Tod	lay's								$\neg$	
s	S# Number													acc .									
	river's License lumber																		A		Sta Issu		
C	ell Phone									4													
Н	lome Phone								_														
E	mail Address																		1			1	
Č							RESI	DENT	IAL A	ADDR	ESS (	PLEA	SE F	ILL IN	BELO	W)							
S	treet Address					_			1				1				T						
	TO COLUMN TO THE OWNER.					7				N							T						
C	ity / State / Zip			A			1						9	Sta	te			Zip C	ode				
S	treet Add <b>ress</b>			V								9											
				1			9			9													
С	ity / State / Zip				A				b					Sta	te			Zip C	ode				
							EMPI	OYM							BELO								
	er 1 Name:													A			Ca	cont					
S	treet												4									4	1
C	ity / State		1															1					
P	hone																						
Si	tart Date											1											
	nd Da			. '									1								1		







The above information is hereby sworn to be true and accurate to the best of my knowledge. I understand that I may be contacted by Quick Search to clarify any and all information provided. I understand that my information is confidential as per the Quick Search Privacy Policy and is gathered on this form solely for investigative purposes. I affirm these statements by initialing here\_\_\_\_\_.

The best method to communicate with me for any clarification required is:

### **Authorization for Background Investigation**

I acknowledge receipt of the Disclosure and I certify that the information I provided on this application is true and accurate to the best of my knowledge. I hereby consent to have a background investigation made relating to statements made on my application, and consent to have such information reported to Quick Search, my prospective employer or current employer at any time after receipt of this authorization and throughout my employment, if applicable. I also agree to give any further information which may be required in reference to my past record. I also authorize and request every person, firm, credit bureau, company, corporation, governmental agency, court, financial institutions, employer, police department, motor vehicle department, workers compensation agency, licensing agency, schools, colleges, universities, and any other association or institution having control of any documents, records and other information pertaining to me, to furnish to Quick Search records, employment records, including documents, records and other information pertaining charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit Quick Search, or its agents to inspect and make copies of such documents, records and other information. I further authorize Quick Search to furnish interested employer(s) and their authorized agents a report relating to statements I made in this application. If I am hired or retained, this authorization shall remain on file and shall serve as ongoing authorization for Quick Search to procure consumer reports, including investigative reports, for lawful purposes at any time during my employment period.

I also agree that this Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of Quick Search and my prospective employer or current employer.

As evidenced by my signature below on this application, I assert my clear understanding and agreement that any and all results from the Background Investigation initiated based upon this application may be shared with Quick Search and my prospective or current employer. You may contact Quick Search at 214-358-2880 or email at <a href="mailto:customerservice@quicksi.com">customerservice@quicksi.com</a>. A summary of your rights under the Federal Credit Reporting Act (FCRA) is attached.

Signature	Date	
Printed Name		

### **Disclosure Regarding Consumer Reports**

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 <a href="mailto:customerservice@quicksi.com">customerservice@quicksi.com</a>. You have the right to obtain a complete and accurate copy of the completed reported 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 <a href="https://www.quicksi.com">www.quicksi.com</a>.

Signature	Date
3	