



SARATOGA SPRINGS PUBLIC LIBRARY

VOLUNTEER APPLICATION

Thank you for your interest in volunteering! Please clearly write or type in all fields. Additional sheets may be attached if extra space is needed. Incomplete or unclear applications will be returned. Applicants will be contacted about volunteer opportunities as they become available. Applicants may be subject to an interview and background investigation.

Full Name	
Mailing Address City/State/Zip Code	
Telephone	Daytime: Evenings/Weekends: Mobile:
Email Address	
Are you over 18?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No , state your age:
Education <i>Highest grade completed (circle)</i> <i>College/graduate school</i> <i>(degrees completed)</i> <i>Field of study</i> <i>Are you a current student?</i>	6 7 8 9 10 11 12 Other: _____ _____ <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , school attending:
Why are you interested in volunteering?	
Volunteer Position Preference <i>Please indicate your preference(s)</i>	<input type="checkbox"/> Computer Lab Aide: assists Computer Training Specialist in delivering technology instruction to patrons <input type="checkbox"/> Information Desk Volunteer: greets, directs, and assists patrons; assists professional and paraprofessional staff as needed <input type="checkbox"/> Saratoga Room Volunteer: assists professional and paraprofessional staff with organizing and improving the Library's local history collection <input type="checkbox"/> Literacy Volunteer: provides group or individual literacy instruction— <i>please complete additional information on reverse</i>
Availability <i>Please list hours you are available</i>	<i>e.g., Mon</i> <u>Mon</u> Tue Wed Thu Fri Sat Sun 9a-1p
Volunteer Experience <i>Please list details for last or present position</i>	<u>Organization/Agency</u> <u>Position</u> <u>Supervisor</u> <u>Tel/Email</u>
Employment <i>Please list details for last or present position</i>	<u>Employer Name</u> <u>Position</u> <u>Supervisor</u> <u>Tel/Email</u>
References <i>Please do not use relatives/family members</i>	<u>Name</u> <u>Telephone</u> <u>Relationship</u> 1. 2.
Have you ever been convicted of a misdemeanor or felony?	<input type="checkbox"/> No <input type="checkbox"/> Yes---If "Yes", please give date, place, and nature of the offense for which you were convicted:
<i>I certify that the answers contained in this application are true and complete to the best of my knowledge.</i>	
Signature	Date / /

Please send completed application to: SSPL HR, 49 Henry St, Saratoga Springs NY 12866

Supplemental LITERACY VOLUNTEER Questionnaire

To be completed only by those who wish to be considered for Literacy Volunteer openings

<p>Format Preference <i>Check all that apply</i></p>	<p><input type="checkbox"/> 1-to-1 <input type="checkbox"/> Discussion group <input type="checkbox"/> Classroom instruction</p>
<p>Subject Preference <i>Check all that apply</i></p>	<p><input type="checkbox"/> Adult Basic Literacy <input type="checkbox"/> English Language Learning</p>
<p>Tutoring Availability <i>Please list hours available to tutor on each day. Tutors are asked to commit to at least one (1) 1-hour session per week.</i></p>	<p>Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:</p>
<p>Tutoring or Teaching Experience</p>	<p>Have you tutored or taught in the past? Please describe:</p> <p>Have you taught English to speakers of other languages? Please describe:</p>
<p>Languages</p>	<p>Native Language: _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write</p> <p>Other Language(s): _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write</p> <p>_____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write</p> <p>_____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write</p>
<p>Literacy Specialties <i>Complete/check all that apply</i></p>	<p><input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Learning disabilities <input type="checkbox"/> Other (specify):</p>
<p>Why are you interested in tutoring?</p>	