

Volunteer Information and Application



Frequently Asked Questions

What do I need to do to volunteer?

Fill out this application. If you are under 18, have a parent or guardian sign it. If you are over 18, you may be asked to fill out a background check release form once we receive your application. After returning it, the library will contact you to talk about potential volunteer jobs.

Where do I send the application?

Drop off, email, or fax the application to
 Julia Murphy, Marketing and Volunteer Coordinator
 2345 Lee Road, Cleveland Heights
 (216) 932-3600 x. 1250
 Fax: (216) 932-0932
 JMurphy@heightslibrary.org

Any other questions?

Julia Murphy, Marketing and Volunteer Coordinator
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Contact information

Name:

Street Address:

City, State Zip Code:

Phone:..... Email:

Are you applying for a specific volunteer position? If not, what type of volunteering are you interested in doing (children's programs, data entry, special events etc.)

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When are you available to volunteer during the week, and which branch would you prefer to help at (Coventry, Lee Road, Noble, University Heights)?

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Summarize any special skills or qualifications you have acquired from employment, volunteer work, or other activities. Tell us a bit about your prior volunteer or work experience.

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Education

School and highest grade completed:

Course of Study/Major:

Do you need community service hours for school or work?

Please note, the library **does not** offer court-ordered community service. Yes (if yes, please explain) No

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Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?

Yes (if yes, please explain) No

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Person to notify in case of emergency

Name:

Phone Number:

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Agreement and signature

I certify that all statements made in my volunteer application are true and correct to the best of my knowledge. I give Cleveland Heights-University Heights Public Libraries the permission to verify all information contained in this application as may be necessary.

I understand that there is no salary or other compensation for my services as a volunteer.

I agree to undergo a background check (if volunteer is 18 or older).

I agree to read, sign, and adhere to the Volunteer Code of Conduct.

Name (printed):

Signature:

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Name of parent/guardian if under 18:

Signature of parent:

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Date: