

# 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  
Kara Whaley  
Communications Coordinator  
2345 Lee Road, Cleveland Heights  
(216) 932-3600 x. 1250  
Fax: (216) 932-0932  
kwhaley@heightslibrary.org



### Any other questions?

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Communications Coordinator  
2345 Lee Road, Cleveland Heights  
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Fax: (216) 932-0932  
kwhaley@heightslibrary.org

## 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: .....