SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

Applications reviewed twice a year.
Due the first Friday in April or October by 6 PM.
Applicants will be contacted after the application deadline.
Schertz Public Library
798 Schertz Parkway, Schertz, Texas 78154 (210) 619-1700

Teen Volunteer Application

Date _____

Name_____

Address_____
City State Zip

Telephone_____

Email _____

Age_____ Last grade completed_____

School_____

Birthday _____

PARENT OR LEGAL GUARDIAN PLEASE COMPLETE THE FOLLOWING:
In case of emergency, please notify:

Name_____
Relationship_____

Telephone_____( )
_____( )

In case I cannot be reached, please notify:

Name_____
Relationship_____

Telephone_____( )
_____( )

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About You

We want your volunteer time to be a growth experience. Please provide the following information for us to match you with the appropriate jobs:

Why do you want to volunteer with the Schertz Public Library?

What kind of work do you want to do as a volunteer?

What kind of work do you want to do as an adult?

What do you hope to learn from your volunteer work?

What experience have you had working with children? Let us know what your responsibilities were, what ages the children were, the activities provided for the children and based on your experience what ages of children you like to work with:

What are the characteristics of a good worker?

Do you have any special skills, talents, or hobbies you would be willing to share?

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Youth Volunteer Consent Form

The Schertz Public Library offers the youth of the community an opportunity to learn valuable skills and lessons through volunteerism. In turn, the youth contribute to the community by performing worthwhile tasks at the library.

Even though the child will be performing volunteer work, child labor laws and safety guidelines must be observed. The following is a summary of some of the more common requirements of the Child Labor Laws that relate to jobs at the library:

Youth may not work during school hours. Youth aged 15 and under may not work later than 7:00 pm during the school year or 9:00 pm during the summer. This age group cannot work over 8 hours per day. Youth aged 15 and under may not perform any work requiring the use of ladders, scaffolds, or their substitutes. Youth under age 18 may not operate motor vehicles in relation to a job.

Adult Consent:

I hereby agree to allow my child to participate as a volunteer at the Schertz Public Library. In addition, I hereby release and hold harmless the City of Schertz, Schertz Public Library and its employees, volunteers, or agents from any liability or claim of compensation for any accidents, injuries, or illnesses that may occur to my child from his/her participation as a volunteer at the Library.

Parent/Guardian (printed)_____

Guardian's Signature _____

Date _____

Youth Volunteer (printed)_____

Youth Volunteer's Signature _____

Date _____

_ _

Because the volunteer work may require computer use, we ask that each teen volunteer and their guardian review the library's internet policy. Please initial that you the volunteer and the parent/legal guardian have read and will abide by the Internet policy of the Library.

Acceptance of Internet Policy _____ Volunteer initials _____ Parent/Legal Guardian initials

_ _

____Initial this Photo Release only if you authorize us to use photos of your child in Schertz Public Library publicity: I give the Schertz Public Library permission to publish in print, electronic, or video format the likeness or image of my child. I release all claims against the library with respect to copyright ownership and publication including any claim for compensation related to the use of the materials.

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Reference Form

Volunteer Applicant _____

The Schertz Public Library's Youth Services Department would appreciate your assistance in providing us with a written reference for the above-mentioned individual. We thank you in advance for your time and cooperation.

Choose one personal reference who is NOT a family member. *Suggestions include employers, professional church affiliations, teachers, etc. Ask them to fill it out and return this form to the Schertz Public Library no later than April 5th at 6pm.*

Name of Reference: _____

Company/School/Affiliation: _____

Telephone: _____

How long have you known the applicant?

What capacity have you known the applicant?

What do you consider to be the applicant's character strengths and how have they been demonstrated?

In what areas do you feel the applicant needs improvement?

Are they aware of these issues? Yes_____ No_____

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Would you recommend that the applicant volunteer in a library setting?
Yes_____ No_____

If yes, any suggested areas or tasks you would recommend? If no, please explain why.

Please evaluate him/her in the following areas using the scale 1 to 5 with 1=poor and 5=excellent:

Dependability	1	2	3	4	5
Flexibility	1	2	3	4	5
Ability to work in a team	1	2	3	4	5
Communication	1	2	3	4	5
Honesty	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Initiative	1	2	3	4	5

I understand that any misrepresentation made by me in connection with this applicant will be just and sufficient cause for the dismissal of the applicant from any Schertz Public Library volunteer services.

_____ _____
Reference Signature Date

I _____ have applied for a volunteer position at the Schertz Public Library and have given your name as a personal/professional reference. I give permission for\the release of the reference information to the Schertz Public Library. I hereby release my personal references, my former employers, and all institutions/organizations for which I have volunteered or are currently volunteering for from all liability for furnishing this information. A copy of this authorization is as valid as the original.

_____ _____
Applicant Signature Date

The form can also be returned by fax to the library ATTN: April Toman at: (210) 619-1711, by mail to 798 Schertz Parkway, Schertz TX 78154, or by email atoman@schertz.com.