

Novi Public Library Volunteer Application

Date _____

Name _____

Address _____

City _____

Phone (home or cell) _____

E-mail address _____

I am (circle all that apply): High School _____ College _____ Adult _____
(grade)

I am seeking this volunteer position to:

- _____ Fulfill court-ordered Community Service
- _____ Satisfy school/class/scholarship Community Service requirements
- _____ Become a regular volunteer
- _____ Local History Room
- _____ Other _____
(explain)

Do you have a specific number of hours to fill? No _____ Yes _____
(# of hours)

Do you have a deadline for completion of this position? No _____ Yes _____
(date)

Do you have any physical or health restrictions? No _____ Yes _____
(If yes, please specify)

The area(s) in which I have experience and/or would like to volunteer my time:

- _____ General clerical
- _____ Mailings
- _____ Computer work (list areas of expertise) _____
- _____ Shelf reading
- _____ Materials processing
- _____ Library maintenance (gardening, yard work, light cleaning)
- _____ Past library work experience _____
- _____ Special skill(s) _____

I am available: (from what time to what time)

Monday _____

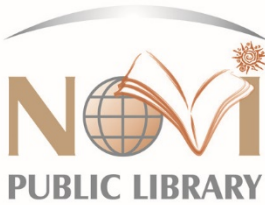
Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____



**Novi Public Library
Criminal Background Screening
Consent Form**

Administration Office
45255 W. Ten Mile Road
Novi, MI 48375
(248) 349-0720

As a present or prospective volunteer / employee of the Novi Public Library, I understand it is the Novi Public Library's practice to secure criminal and / or driving history information as part of their screening process using the information provided below.

Name: _____
Last First Middle

Maiden name previously used: _____

Address: _____

City / State / Zip: _____

Date of Birth: _____ Sex: Male _____ Female _____

*Social Security Number: _____
**only needed if you do not have a Driver's License*

Michigan Driver's License Number: _____

I hereby authorize the Novi Public Library to conduct, by an individual, a conviction only criminal background history search and sex offender registry search. I hereby consent to this search being conducted and to the disclosure of the result of that search by the individual to the Novi Public Library. I further hereby release the individual conducting the search, and the Novi Public Library, from any and all liability, claims and damages, including, but not limited to, claims for releasing or using any information revealed as a part of this search. I also understand and acknowledge that false information provided by me on criminal convictions will result in disqualification from employment with the Novi Public Library or in dismissal from employment if an offer of employment has been made and accepted. The Novi Public Library reserves the right to terminate my volunteer service at any time.

Signature: _____ Date: _____

*Parent's Signature: _____ Date: _____
**if under 18 years of age*

OFFICE USE ONLY:

Requesting Supervisor: _____ Program: _____

Position applying for: _____

Approved () Denied () By: _____ Date: _____