

COMMUNITY SERVICE WORKER APPLICATION*

Name: _____ Date of Birth: _____

Address: _____

Phone: _____ Email: _____

School or Employer: _____

Teacher or Supervisor: _____ Phone # _____

In case of emergency, please notify:

Name: _____ Phone: _____

Education	Facility Preference	Availability (9 a.m. to 8 p.m.)
Highest level completed	<input type="checkbox"/> Conshohocken Free Library	Mon. _____
<input type="checkbox"/> Less than High School	<input type="checkbox"/> Perkiomen Valley Library/Schwenksville	Tues. _____
<input type="checkbox"/> High School diploma	<input type="checkbox"/> Royersford Free Public Library	Wed. _____
<input type="checkbox"/> Some College	<input type="checkbox"/> Upper Perkiomen Valley Library	Thurs. _____
<input type="checkbox"/> AA Degree	<input type="checkbox"/> Mont.Co-Norristown (main branch)	Fri. _____
<input type="checkbox"/> Bachelor's Degree		Sat.(9-5 only) _____
<input type="checkbox"/> Master's Degree, or above		

Total Number of Hours Needed: _____ Completion Deadline (if applicable): _____

I will be available to work beginning on _____

Have you ever been convicted of a crime? Yes _____ No _____

Conviction will not necessarily disqualify an applicant

If yes, please explain and provide date(s)/location(s): _____

*Due to amendments made to the PA Child Protective Services Law, MC-NPL requires that all current and prospective volunteers complete, pay for and submit the following three background checks: PA State Police Criminal History Clearance (PCHC), PA Child Abuse History Clearance (CAHC), and FBI Clearance forms. All volunteer positions are contingent upon completing the above background checks. Before volunteers can begin working at MC-NPL, or any of its Branches or Bookmobiles, all three clearances must be completed and the resulting certificates submitted to the MC-NPL Administration Office for review.

Please describe any hobbies, activities, interests, computer experience or other skills that would be helpful to us in placing you in a volunteer/community service worker position.

Please list any past volunteer/work experience you feel might be useful _____

**MONTGOMERY COUNTY – NORRISTOWN PUBLIC LIBRARY
GUIDELINES FOR COMMUNITY SERVICE WORKERS/VOLUNTEERS**

The Montgomery County-Norristown Public Library welcomes your participation as a community service worker at the library. We hope your association with the library will be a pleasant and rewarding experience. The contribution of your time and talents will help the Montgomery County-Norristown Public Library maintain and improve the high standards of library service expected by the residents of Montgomery County.

The library agrees:

1. To provide you with a safe work environment.
2. To provide supervision and training by a member of the library staff, who will answer your questions and provide feedback regarding your work

The following guidelines will assist you in performing your assignments:

1. Workers will report to the designated library staff member, on time, according to a mutually agreeable schedule. In case of illness or other reason for absence, workers should notify the department as early as possible.
2. A time sheet is kept on file for each worker in the department to which they are assigned. Each worker is required to sign in and out. Department Head or designated supervisor will initial this daily.
3. Workers will receive training in job procedures by a library staff member. Any changes in procedure should not be made without consultation with library staff.
4. The facilities of the staff room and children's department workroom are available for worker use. A locker for personal effects can be assigned if desired. Food and drinks may be consumed only in these areas.
5. Workers should maintain a courteous, pleasant, and businesslike manner in public areas. Personal phone calls, texting, and socializing with friends, relatives or other staff members during the work period are not appropriate. Children, or other relatives or friends are not permitted in non-public areas. Workers should maintain the dignity and integrity of the library with the public and with patron confidentiality, which is guaranteed under the law. Workers should not discuss any patron by name or their reading selections outside of the library.
6. A "VOLUNTEER" badge is to be worn while working. Workers are to dress in a neat, well-groomed business-like manner. Jeans, tee shirts, shorts and leggings are not acceptable in the public service areas. Tailored shorts and jeans may be acceptable for certain activities.
7. Any questions asked by patrons in the public areas should be referred to a library staff member, except for the directional questions such as, "Where is the restroom?"
8. Volunteers who are unable to follow instructions from library staff will be asked to resign from the volunteer program.

References

List two employers, supervisors, teachers or non-relatives we may contact for a reference

Name: _____ Phone: _____

Name: _____ Phone: _____

Requests from individuals needing to meet court-ordered community service requirements will be accommodated only if the Department Head is given adequate time to process the application, screening and placement procedures (at least two weeks notice). There is no obligation to accommodate court-ordered volunteers who delayed starting their hours or have a rapidly approaching deadline.

Court-ordered volunteers must go through the application, screening and placement process, as other volunteers would. They will not be placed into volunteer opportunities where they would be unsupervised, working with children, or visiting the homes of Library customers.

Court-ordered volunteers failing to fulfill their agreed-upon volunteer schedule will have their volunteer status canceled and the change in status will be reported to the courts.

I certify that the answers contained in this application are true and complete to the best of my knowledge. I understand that, as a community service worker/volunteer, I will be assigned to perform whatever duties the library considers most necessary and helpful to its operation. I also understand that my work will be reviewed and, at any time, the library may terminate my services. I understand that activities are voluntary and I am participating at my own risk. By signing this application, I agree to abide by the policies of the Montgomery County-Norristown Public Library. I agree to keep confidential all library user information or library records I may encounter.

I understand that, if accepted as a community service worker, it is necessary for me to abide by the rules and policies of the Montgomery County-Norristown Public Library. If accepted as a community service worker, I agree to pay for, at my own expense, the PA State Police Criminal History Clearance (PCHC, <https://epatch.state.pa.us/>), PA Child Abuse History Clearance (CAHC, <https://www.compass.state.pa.us/cwis/public/home>), and FBI Clearance background checks (https://pa-aps.3m.com/perlpub/registration_welfare_pci.pl) with the understanding that any volunteer opportunities are contingent upon the results of these background checks.

Signature: _____ Date: _____

Printed Name: _____

Parent/Guardian Signature: _____ Date: _____
(Required for applicants under age 18)

Printed Name: _____