



BERKSHIRE ATHENAEUM

1 WENDELL AVENUE • PITTSFIELD, MA 01201-6385

Pittsfield's Public Library Since 1872

VOLUNTEER APPLICATION

Name: _____

Address: _____

Telephone (Home): _____ (Business): _____

PERSON TO CONTACT IN CASE OF EMERGENCY:

Name: _____ Phone: _____

MOTIVATION

- Personal Satisfaction
- Community service
- Skill development
- Internship
- Re-entering job market
- Enjoy library
- Other _____

EMPLOYMENT STATUS

- Employed
- Unemployed
- Retired
- Student
- Homemaker
- Disabled
- Other _____

SKILLS

- Typing (est. WPM _____)
- Clerical
- Arts/graphics
- Dewey Decimal System
- Working with people
- Audiovisual
- Other _____

EDUCATION (Circle highest grade completed): 6 7 8 9 10 11 12 13 14 15 16 17+

Name: _____

Course of study and/or degree: _____

High School: _____

College: _____

MOST RECENT PAID AND/OR VOLUNTEER WORK EXPERIENCE:

Employer name and address: _____

Position description: _____

Name and title of immediate supervisor: _____

Service dates: (From) _____ (To) _____

Reason for leaving: _____

REFERENCE (Please list one reference we may contact):

Name: _____ Phone: _____

WORK ASSIGNMENT PREFERENCES:

Would you prefer to work in a particular area of the library or with a particular service? _____

If yes, please explain: _____

Please describe any work you would not want to do: _____

AVAILABILITY (Days and time available): _____

Regularly each week? Yes ___ No ___ Regularly each month? Yes ___ No ___

Would you be available to work: Evenings? Yes ___ No ___ Saturdays? Yes ___ No ___

Is there anything else you would like us to know about you (for example any hobbies, interests, limitations, etc.)? _____

I certify that the foregoing information is correct to the best of my knowledge, and I understand that inquiries may be made in connection with processing this volunteer application. I further acknowledge that if invited to serve as a library volunteer, I understand that I am not an employee of the Berkshire Athenaeum or the City of Pittsfield, and that by signing this document I release the Berkshire Athenaeum from liability for injuries sustained by me.

Applicant's signature: _____ Date: _____

NOTICE TO APPLICANT: Thank you for your interest in serving our community by volunteering at the Berkshire Athenaeum. Volunteers provide important support to Berkshire Athenaeum staff and perform a wide variety of tasks that are critical to the mission of the Athenaeum. Volunteers supplement, but do not replace the work done by employees. They may perform a wide variety of duties, a range limited largely by the talents and interests of the volunteers themselves and by where the library can make productive use of their assistance.

Hours of volunteer service are at the mutual convenience of the volunteer and library supervisor. Because supervisory staff often take steps to prepare meaningful volunteer assignments, volunteers are asked give reasonable notice if they are unable to report to work at the agreed upon time.

Volunteer applications are routed to each of the library's departments to determine if a vacancy exists that matches the skills of the applicant. Should no vacancy exist at the moment the application is kept on file for a year in the event an opportunity should arise at a later date.