



**Rapid City Public Library**  
 610 Quincy Street  
 Rapid City, South Dakota 57701  
 (605) 394-6139 ext. 2230

## Volunteer Application Form

### “Equal Opportunity Employer”

It is the policy of the Rapid City Public Library to affirmatively recruit, hire, train and promote the most qualified persons into all job levels without regard to race, color, religion, national origin, gender or disability, and to recruit for disabled veterans, and veterans of the Vietnam Era.

### Personal Information (please print)

Last Name	First	MI	Date
Current Mailing Address			Home Telephone
City	State	ZIP	Work Telephone
E-mail Address (only if you prefer to be contacted this way)			
In case of emergency, contact _____			Telephone _____

Are you at least age 18?      Yes    No  
 If you answered no, please have a parent/guardian sign this application on the reverse permitting your service.

**Please provide one personal reference:** Name \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_

### Education:

Please circle the highest year of education completed: (you must be at least 12 to volunteer)

6    7    8    9    10    11    12    13    14    15    16    17    18    19    20

School Name	Address (City, State)	Major (in college)	Degree and Year

**Preferences:** Downtown library hours are Monday-Thursday 9am-7pm, Friday & Saturday 9am-5pm, Sundays 1-5pm

List your preferred hours:

Total hours needed if for community service:

Please indicate if there is any particular position that you were interested in at the library.

\_\_\_\_\_

Please list any special skills, training or education you may have that may be applicable to your consideration as a volunteer:

\_\_\_\_\_

Please check any equipment you are trained and qualified to operate, if so required.

\_\_\_\_\_ Typing/Computer Use: Please specify: \_\_\_\_\_

\_\_\_\_\_ Software Used: Please specify: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

State with your present or most recent employment. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Company Name	Address
Supervisor Name	Phone
Length of Employment	
Reason for leaving	

**Fine Print:**

**Applicants over 18 years of age will be asked to complete a background check form which will be processed by the Rapid City Police Department.**

**Drug Free Workplace Act Compliance:** The City of Rapid City and Rapid City Public Library comply with the Drug-Free Workplace Act. As a condition of your employment as a volunteer, you may be asked to participate in drug screenings. If you refuse such screening or test positive (evidence of drug use) you will not be offered employment as a volunteer or such offer will be withdrawn.

**Americans With Disabilities Act Compliance:** The City of Rapid City and Rapid City Public Library fully subscribe to the provisions of the Americans With Disabilities Act and will attempt in the employment process to make any reasonable accommodations necessary to

List below any violations, other than minor traffic offences, for which you were convicted in a court of law. One or more convictions will not necessarily disqualify you from volunteering with Rapid City Public Library. The decision will be based on a number of factors such as the duties of the job for which you are being considered, the seriousness of the offense of which you were convicted, your age at the time of the offense, rehabilitation efforts, the recentness of the offence, etc. Please be complete. All information is subject to verification.

OFFENSE	PLACE	DATE	DISPOSITION (Sentence)

**AUTHORIZATION FOR RELEASE OF INFORMATION**

As a part of the Rapid City Public Library volunteer employment process, we will be checking your background relative to job and personal references, criminal record, credit, and social services record. In order to do that, we must have your authorization. The undersigned hereby authorizes any state department of social services, any police department, and Rapid City Public Library, to obtain and/or release any and all information regarding the social services, work, credit, or criminal history of the undersigned applicant for consideration for volunteer employment by the Rapid City Public Library. The undersigned also understands that misrepresentation or omission of facts called for in the application is cause for cancellation of the application and/or separation from employment.

I understand that nothing in this volunteer application is intended to imply or create an employment relationship or contract for employment. I further understand that, if accepted as a volunteer, my service is at-will and can be terminated at any time, with or without notice, for any reason. I also understand that while personnel policies, programs, and procedures may of necessity change from time to time, such at-will status is not subject to change absent a written agreement signed by an authorized representative of Rapid City Public Library Volunteer Program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if applicant is under 18 years of age)

\_\_\_\_\_  
Date