

PREFERRED DAY: _____

PREFERRED TIME: _____



Hendersonville
Public Library of Sumner County

140 Saundersville Road
Hendersonville, TN 37075
615-824-0656

2021 Volunteer Application

Submitting an application does not guarantee placement as a library volunteer. Incomplete applications will not be considered for review.

Personal Information:

First Name:	Last Name:
Street Address	City/State/Zip:
Home Phone:	Cell Phone:
Email address:	
Are you over the age of 18?	What is your date of birth:

Volunteers must be over the age of 13. Applicant ages 13-17 must have a parent or legal guardian sign this application.

Have you ever been convicted of any law violation other than traffic violations?

Yes	No	Comments (optional):

Court Ordered Community Service

Are you applying in order to complete court ordered community service hours?

Yes	No	If yes, how many community services hours are required?

The library does not accept community service volunteers who have been assigned more than 10 hours (in any combination) by the court.

Duties

Volunteers are generally scheduled for two hours per day, one or two days per week.

Volunteers perform a variety of tasks, including, but not limited to: shelving books, reading shelves, clerical work, light cleaning, grounds keeping, and a variety of additional duties to assist staff in the daily operations of the library. Tasks are assigned as necessary.

Community service volunteers primarily assist in light cleaning and grounds keeping.

Please be aware of the following minimum qualifications:

- Ability to work in a team environment
- Working knowledge of alphabetical order, numerical order, and spelling

- Ability to undergo extended periods of walking, standing, sitting, bending, stooping, kneeling and light lifting
- Ability to exercise discretion with sensitive and / or confidential information

Signature and verification

I certify that I have answered and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position.

I understand that information contained on my application will be verified by the library and that misinterpretations or omissions may be cause for my immediate rejection as an applicant or my termination as a volunteer.

I understand that if I am accepted as a library volunteer:

- I will not be paid for my services as a volunteer
- My volunteer service may end at any time for any reason with or without cause and with or without notice
- I will receive no compensation or financial benefit of any kind for my efforts

Applicant Signature

date

Parent/legal guardian signature (if applicant is under 18 years old)

date

Emergency contact information, to be provided if applicant is accepted as a volunteer:

Name	
Phone	
Additional Phone	



Hendersonville
Public Library of Sumner County

140 Saundersville Road
Hendersonville, TN 37075
Phone: 615-824-0656
customerservice@hendersonvillelibrary.org

Volunteer

RELEASE, WAIVER & INDEMNITY AGREEMENT FOR VOLUNTEER SERVICES

For and in consideration of permitting _____ (“Volunteer”) to take part and volunteer in library activities and as a service provider (“Activity”), Volunteer hereby voluntarily releases, discharges and waives any and all actions or causes of action for personal injury, property damage, or wrongful death occurring or arising as a result of engaging in said activity or any activities incidental thereto for whatever period said activities or instructions may continue, and the Volunteer hereby releases, waives and discharges any action or cause of action, which may hereafter arise for him/herself and agrees that under no circumstances will Volunteer present any claim for personal injury, property damage or wrongful death against Sumner County and its staff, officers, agents, servants or employees for any said cause of action, whether the same shall arise by the negligence of said persons, or otherwise.

It is the intention of Volunteer, by this instrument, to exempt and relieve the above listed groups and individuals from liability for personal injury, property damage, or wrongful death causes by negligence.

By this agreement, Volunteer authorizes Sumner County or its representatives to obtain emergency treatment, medical or otherwise, which Volunteer might need which engaging in the Activity. Volunteer shall hold Sumner County and its staff harmless for any expenses or charges incurred in obtaining such services.

Volunteer acknowledges that he/she has read the foregoing paragraph and is fully aware of the legal consequences of signing the written instruments.

Volunteer Date

I agree and accept the terms of this release on behalf of my child/ward

Parent/Guardian Date

Witness Date



Hendersonville
Public Library of Sumner County

140 Saundersville Road
Hendersonville, TN 37075
615-824-0656

Dress Code for all Volunteers

This dress code will apply to all volunteers, whether they be teen volunteers ages 13-17 or adults anyone 18 years and older. The overall dress code is business casual. Attire, while comfortable, should exhibit common sense and professionalism. Clothing must be clean and in good condition. Clothing should fit in a way that does not pose a safety risk. Hair (including facial hair) should be neat in appearance. Any facial jewelry or tattoos should be unobtrusive and may not contain any vulgar or obscene words or graphics.

Unacceptable items include, but not limited to, the following:

- ✓ Suggestive or revealing clothing
- ✓ Any shorts, skirts or dresses must not be shorter than 2 inches below the finger tips.
- ✓ Clothing that has potentially offensive or vulgar words, slogans or graphics
- ✓ Any tops that have spaghetti straps or are considered tank tops
- ✓ Flip flops

Anyone coming in an unacceptable manner will not be allowed to volunteer that day until appropriate attire is worn.

Volunteer Signature

Date

