RAPIDES PARISH LIBRARY
VOLUNTEER REGISTRATION FORM

THANK YOU for taking time to volunteer to work at the Library! Please fill out the questionnaire below so that we can learn more about you. Give it to the librarian at any of our branches or mail to:

Londa Price, Volunteer Coordinator
Phone 448-8125, ext. 221
Rapides Parish Library
411 Washington Street
Alexandria, LA 71301-8338.

Please print all information!

Name_____**Date**_____

Home address:_____**Home telephone**_____

_____**Work telephone**_____

Date of birth:_____**Number of children**_____**Ages**_____

In case of emergency, notify (name, address and phone)_____

Education (circle last yr. completed) **Grade 5 6 7 8 High School 1 2 3 4**

College 1 2 3 4 Graduate 1 2 3 4

Previous work experience:_____

_____

Are you presently employed? Yes_____ **No**_____ **If yes, hours per week**_____

Your duties in this job:_____

Employer's name and address:_____

Special skills, training, interests, or hobbies (crafts, music, drama, etc.)_____

_____

Previous or present volunteer jobs:_____

What kinds of volunteer jobs are you most interested in at present?_____

References: (names and phone nos.)_____

_____

_____

Time you have available for volunteer work: Almost anytime: Yes_____**No**___**Hours per week:**_____

Regularly each week: Yes_____ **No**_____ **Almost anytime: Yes**_____ **No**_____ **Any preferred days and hours?**_____

Are you computer literate?_____ **If so, what type?**_____**Do you know how to file?**____**Alphabetically**____ **Numerically**_____ **Do you type?**____**Words per minute**_____

Are you familiar with the Dewey Decimal Classification?_____

At which branch or branches of the Library would you be interested in working?

Main_____ **Martin**____ **Gunter**_____**Robertson (Ward 10)**_____ **McDonald(Glenmora)**_____

Johnson (Lecompte)_____**Boyce**_____ **Hineston**_____ **King** _____ **Westside Regional** _____ **Doesn't matter**_____

THANK YOU for taking time to fill out this form.

FOR OFFICE USE ONLY

Date of interview_____ Interviewed by_____

Volunteer's preferences:

1._____

2._____

3._____

4._____

Comments:_____

_____

_____

Source of referral to RPL:_____

_____

Results of employment/reference information:_____

_____

_____

Assignments:

1._____ **Date**__ _____

2._____**Date**_____

3._____ **Date**_____

4._____**Date**_____

5._____**Date**_____

6._____**Date**_____

Follow up on placement:_____

_____

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