



**VOLUNTEER APPLICATION FOR ADULTS**  
Please return to any of the Mid-Columbia Libraries

*If you are under 18 years old, please complete the Libraries' Volunteer Application for Youth*

**Tell us about yourself**

Name \_\_\_\_\_  
*Last* \_\_\_\_\_ *First* \_\_\_\_\_ *Middle* \_\_\_\_\_

Nickname \_\_\_\_\_ Maiden Name \_\_\_\_\_

Address \_\_\_\_\_  
*Street* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Emergency Contact \_\_\_\_\_

Cell Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Current Employer \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

Position \_\_\_\_\_

**Volunteer Experience** Briefly describe any volunteering you have done.

\_\_\_\_\_  
\_\_\_\_\_

**Special Skills or Interests** (i.e.: foreign language, computers skills)

\_\_\_\_\_  
\_\_\_\_\_

**References** Please list two that are not related to you.

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_

**What programs interest you?**

- Newspaper Indexer (at the Kennewick branch only)
- Special Events
- Summer Reading Program
- Other

**What hours can you volunteer?**

Monday \_\_\_\_\_ Thursday \_\_\_\_\_ Saturday \_\_\_\_\_  
Tuesday \_\_\_\_\_ Friday \_\_\_\_\_ Sunday \_\_\_\_\_  
Wednesday \_\_\_\_\_

How long will you be able to serve as library volunteer? \_\_\_\_\_

**In what branch(es) would you like to volunteer?**

- |                                      |   |  |
|--------------------------------------|---|--|
| <input type="checkbox"/> Basin City  | <input type="checkbox"/> Keewaydin Park   | <input type="checkbox"/> Pasco         |
| <input type="checkbox"/> Benton City | <input type="checkbox"/> Kennewick        | <input type="checkbox"/> Prosser       |
| <input type="checkbox"/> Connell     | <input type="checkbox"/> Merrill's Corner | <input type="checkbox"/> West Pasco    |
| <input type="checkbox"/> Kahlotus    | <input type="checkbox"/> Othello          | <input type="checkbox"/> West Richland |

I certify that the information in this application is accurate to the best of my knowledge. **I understand that all volunteer positions with Mid-Columbia Libraries will require a Washington State Patrol Criminal History Check.**

**Confidentiality Statement:**

I understand that in the course of my work as a volunteer I may have access to personal information about library users, including their requests for information and records of materials they may have borrowed. I hereby agree to hold such information in complete confidence and to access it only in the course of performing my volunteer assignment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_

**Thank you for your interest in Mid-Columbia Libraries. Once your application is processed, you will be contacted by a member of the staff.**

For Library Staff:

Branch Location \_\_\_\_\_ Application Complete \_\_\_\_\_ Project Available \_\_\_\_\_

Branch Volunteer Contact \_\_\_\_\_



# Applicant Disclosure Form

Mid-Columbia Libraries  
405 S. Dayton Street  
Kennewick, WA 99336

In accordance with Revised Code of Washington (RCW) 43.43.830-43.845 a signed disclosure statement must be completed before a criminal background check is conducted. You must answer YES or NO to each listed question when you complete this form.

If you are unsure whether to check yes or no, please answer the question to the best of your ability and state the reason for your uncertainty on an attached sheet of paper.

1) Have you been convicted of any crime?

NO YES

2) Have any findings been made against you in any civil adjudicative proceeding as defined in RCW 43.43.830? "Civil adjudicative proceeding" is defined as a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34., 26.44, or 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudicative proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.

NO YES

If you answer YES to any question above, you must provide the following information on an attached sheet of paper along with your signature:

**Question Number – Date of Conviction – Offense  
County & State Disposition Court – An explanation**

I attest under penalty of perjury that the information I Have provided is true and accurate to the best of my knowledge. I hereby authorize Mid-Columbia Libraries to conduct a background inquiry on me. I understand that any offer of employment, paid or unpaid, is contingent on the successful outcome of this background check. This background inquiry is in compliance with the Child/Adult Abuse Information Act (RCW 43.43.830 – 845).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Name (Please print): \_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_\_  
MM / DD / YYYY