

**Chelmsford Library Volunteer Information Sheet**

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Please return this form completed to the Library's Community Services Department, Chelmsford Public Library, 25 Boston Road, Chelmsford, MA 01824 or fax to 978-256-8511

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**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone:** (home) \_\_\_\_\_ (cell) \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

(Required for our "On Call Volunteer" list for occasional listings of immediate volunteer projects)

Are you a student now?    yes    no    **Grade or education completed:** \_\_\_\_\_

**School attending:** \_\_\_\_\_

If this is for court-required Community Service, how many hours do you require? \_\_\_\_\_

**Job Experience:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Person to notify in case of emergency:** \_\_\_\_\_

**Their phone and address, if different from yours:** (phone) \_\_\_\_\_

(address) \_\_\_\_\_

**Please circle the days and hours you are available:**

**Days:**        Monday        Tuesday        Wednesday        Thursday        Friday        Saturday        Sunday

**Hours:**        Mornings        Afternoons        Evenings

**Special Skills** (languages spoken, proof reading, web design, artistic or musical skills/talent, decorating, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(continued)

**Where do you prefer to work?** (circle one) Main Library                      MacKay Library                      No preference

**What are you most interested in doing?** (select from the list below, or write in at the bottom)

- Delivery to housebound and nursing homes (one delivery every 2 or 3 weeks; car required)
- Tutor or assisting in computer training (one or two hours each month)
- Office or clerical tasks (one afternoon or morning a week)
- Typing (must know Microsoft Word) or Data entry (must know Microsoft Excel)
- Designing flyers and/or creating displays (it helps to know MS Publisher)
- Helping with publicity
- Cut out crafts/get ready for storytimes (one afternoon or morning a week)
- Help to run an English Conversation Circle (one afternoon or morning a week)
- Help out at programs and concerts (shooting photos, serving refreshments)
- Special Projects (folding, collating mailings, other)
- Book Displays (once a month)
- "Shelf Reading" - straightening shelves/keeping books in order (at your convenience)
- Cleaning (One afternoon or morning a week) help clean keyboards, monitors, light dusting, etc.
- Handyman -to help with light painting & touch-up
- Maintain scrapbooks (one or two hours each week)
- Assist Technical Services (inventory/covering books/etc.)
- Making phone calls (an hour or two each week)
- Inside Gardening/plant care (once a week)

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

If you are over 18 years of age please sign the following form and return with your application:

Chapter 6,172H CORI Request Form

Chelmsford Public Library is requesting all the available criminal offender record information (CORI) on the following individual from the Criminal History Systems Board pursuant to Chapter 6, 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding volunteers prior to accepting any person as a volunteer.

Volunteer Information (please print)

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

Maiden name or alias (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of birth: \_\_\_\_\_

Social Security number: (requested but not required): \_\_\_\_\_

Requested by: (signature of CORI authorized employee)

\_\_\_\_\_