



## Community Service Application

The City of Georgetown's Division of Community Services requires a criminal background check for all Community Service Volunteers. Before an applicant can be considered, all pages of this Community Service Application must be filled out completely and legibly, including the Criminal Background Check. **Applicants must provide the Library with the legal form stating your offense and a state issued ID. You must be at least 18 years of age to perform Community Service at the Georgetown Public Library.**

Understand if you deliberately avoid the tasks you are offered or if you misrepresent yourself in any way you will be dismissed immediately. The opportunity to serve at the Library is a privilege. The Library reserves the right to discontinue your opportunity to serve here at any time without reason.

### Volunteer Information

Name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_ E-Mail \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone# \_\_\_\_\_

Offense that resulted in being assigned community service: \_\_\_\_\_

How many hours total do you need to complete? \_\_\_\_\_

When do you need to have the hours completed? \_\_\_\_\_

Please provide the name and phone number of your parole officer, probation officer, or teen court official. Be advised that, in some instances, these people may be called, or they may contact the library for information concerning you.

**Parole / Probation Officer Name:** \_\_\_\_\_

**Parole / Probation Officer Phone:** \_\_\_\_\_

You are expected to work at least 2 hours and no more than 4 hours in a single day. Failure to not show up for a volunteer shift, without contacting the volunteer coordinator, will result in canceling your opportunity to do community service at the library.

These are the times that community service can be completed. After orientation you and the volunteer coordinator will arrange a schedule.

Monday	Tuesday	Wednesday	Thursday	Sunday
12pm-7:30pm	10am-5:30pm	10am-5:30pm	10am-5:30pm	1pm-4:30pm

# DRESS CODE

**All Community Service Volunteers must observe the following:**

- No provocative or suggestive clothing. Please make modest and appropriate clothing choices. This is a professional environment, and you will be representing the Library.
- No torn or dirty clothing, no excessively baggy or revealing clothing (i.e. no midriff-exposing shirts or tank tops with spaghetti straps), and no clothing with words, slogans, depictions, or pictures that could be offensive to another library patron.
- No flip-flops, house shoes, or slippers.

# CONDUCT

**Be respectful.**

- **No cell phone use or other electronic devices. Cell phones must be silenced.**
- Racist, sexist, obscene, profane, or otherwise offensive language or gestures are prohibited.
- Do not argue with the Library staff.
- Do not disrupt the atmosphere of the Library.
- Be on time.

**Stay on task.**

- Do not read newspapers, magazines, or books while working.
- Do not eat while working. Water is allowed in closed containers.
- Do not socialize or engage in excessive loud talk or conversation while working.
- Do not enter and depart the Library excessively.

You must check in with the Volunteer Coordinator if you would like to take a 10-minute break. This will be taken off your volunteer time and must be made up at the end of your shift.

If there is any discrepancy over the legitimacy of signatures or time entered on your sign-in sheet, you will not be given credit. You will not receive credit for any work not performed or for work done incorrectly.

**Sign** \_\_\_\_\_

**Date** \_\_\_\_\_

Loretta Thomas, Volunteer Coordinator at the Georgetown Public Library.

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