

Frank Sarris Public Library

Volunteer Application

Last Name _____ First Name _____

Address _____

Birthdate __/__/____

Contact Information (Please check preferred number for contact)

☐ Home (____) ____-____ ☐ Work (____) ____-____ ☐ Cell (____) ____-____

Email _____

Background Information

Education: _____

Work Experience: _____

Volunteer Experience: _____

Why do you want to volunteer? _____

Hours Needed _____

With an "X", mark the day you can work and the time.

Monday 10-6	Tuesday 10-6	Wednesday 10-6	Thursday 10-6	Friday 10-6	Saturday 10-5

Will you be willing to help on days we have special projects or events? YES NO

Court Issued Community Service

Is volunteering for a court issued community service requirement? YES NO

If YES, please explain the nature of your offense below. Service must be approved prior to volunteering. **The court does not require Frank Sarris Public Library to take volunteers.**

Consent for students (to be completed by Parents or Guardian):

My signature serves as consent for this applicant to serve as a volunteer at the Frank Sarris Public Library.

Signed _____ Date _____
Relationship _____

Confidentiality Statement

Volunteers will respect the privacy of all patrons, staff, and other volunteers and hold in confidence all personal information that may be disclosed during their time with the library. Volunteers will take necessary steps to protect the confidentiality of the patrons they encounter in their volunteer service, per the Pennsylvania Statutes and Consolidated Statutes Title 24. Education, Chapter 16. Libraries, Article IV P.S. § 4428.

Applicant Signature _____ Date _____

Emergency Contact Information

Name _____ Relationship _____

Phone _____

Frank Sarris Public Library – Photo Release

Name of Program/Event: _____ Date: _____

Photographer: _____

Description of photographs: Pictures of children, adult patrons, and/or library staff participating in library programs and/or using library materials, in the library setting.

FOR ADULTS: I, the person named below and depicted in the photographic work described above, give my permission to the photographer named above and the staff of the Frank Sarris Public Library to use, reproduce, publish, and redistribute the photograph(s) identified above, either complete or in part, alone or in connection with the press releases, promotional or publicity publications, reports, and pages of the website, whether now known or later invented, of the Frank Sarris Public Library.

I understand that I do not own the copyright of the photograph(s).

Please Print:

Name: _____

Address: _____

Phone: _____

Signature: _____ **Date:** _____

FOR CHILDREN: I, the parent/guardian of the child/children named below and depicted in the photographic work described above, give my permission to the photographer named above and the staff of the Frank Sarris Public Library to use, reproduce, publish, and redistribute the photograph(s) identified above, either complete or in part, alone or in connection with the press releases, promotional or publicity publications, reports, and pages of the website, whether now known or later invented, of the Frank Sarris Public Library.

I understand that I do not own the copyright of the photograph(s).

Please Print:

Name of Child/Children: _____

Address: _____

Phone: _____

Parent/Guardian Signature: _____ **Date:** _____

Frank Sarris Public Library
35 N. Jefferson Avenue – Canonsburg, PA 15317

Policy on Personal Appearance

The Frank Sarris Public Library enjoys an excellent reputation. While there are many reasons for this reputation, one of the ways to help maintain it is for all staff that interacts with the public to present a professional image. It is important that the public has confidence in the staff and the staff members have confidence and pride in themselves when transacting library business. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment and be groomed in a way that is consistent with an appropriate image.

Guidelines

Staff will wear clean and well-maintained attire appropriate to the type of work they do. Shoes are required and must also be well-maintained. Good grooming is required. Hair should be clean, combed, and neatly trimmed or arranged. Body art (tattoos and body piercings, except for normal earrings) should be inconspicuous and non-offensive or must be covered during working hours. In compliance with this policy, the following are examples of unacceptable attire and/or grooming:

- torn, un-hemmed, patched/faded clothing
- halter tops, tube tops, or low-cut blouses
 - form-fitting T shirts or muscle shirts
 - strapless sun dresses
- shorts or dresses or skirts shorter than 2 inches above the knee
 - shirts with slogans or large-letter advertising
- warm-up suits, work out suits, yoga pants, sweatpants, other athletic clothing
 - skin-tight clothing for men or women
 - inappropriate blue jeans (see below)
 - flip-flops
- any other clothing that looks too casual or is unprofessional or revealing
 - shaggy, unkempt hair (including facial hair)

While jeans may be permitted for regular library activities, jeans proper for work must be of a dark color and dressy. They must be free from tears, rips or holes, visible wear, stains, and faded or light colors are not permitted. Depending on the occasion, even dress jeans may not be appropriate.

Library volunteers will be expected to follow the same standards as Library staff. Library staff who perform maintenance or janitorial duties will dress as is appropriate for their duties.

Library staff is issued identification badges. Badges must be worn where they can be seen at all times when staff is working.

The Library Director has authority to determine whether particular outfits are inappropriate for the Library, and to make exceptions to this policy for health, religious, or other reasons

Sign if you understand the above policy. If you are under 18, have your guardian read and sign as well.

Signature _____ Date ____/____/____

Guardian Signature _____ Date ____/____/____

Volunteer Clearances

All volunteers are required to have clearances before starting at the Frank Sarris Public Library.

There are two clearances that are required of all volunteers- the PA Child Abuse History clearance and the PA State Police Criminal Record Check.

There is also a fingerprint check, but it is only required if you have not lived in PA continuously for the last 10 years. If you do not need the fingerprint check, you will need to sign the Application for Exemption from FBI Background Check for Volunteers.

How do I apply for clearances?

PA State Police Criminal Record

To apply for a PA Criminal Record Check, go to <http://epatch.pa.gov/home> and click on “New Volunteer Record Check”. This is free for volunteers.

PA Child Abuse Clearance

To apply for a PA Child Abuse Clearance, go to <http://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/pa-child-abuse-history-clearance>. Now go to the section that says, “Online Submission”. Click the blue box that says, “Apply online for a Pennsylvania Child Abuse History Certification”.

FBI Fingerprint Background Check

If you need to obtain a fingerprint background check, go to <https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/fbi-fingerprinting>. Volunteers will have to pay a fee for fingerprinting if needed.

DISCLOSURE STATEMENT
APPLICATION FOR UNPAID/VOLUNTEER POSITION

Required by the Pennsylvania Child Protective Service Law
23 Pa.C.S. § 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking an unpaid/volunteer position, and I **AM NOT** required to obtain the Federal Bureau of Investigations (FBI) Criminal History Clearance as:

- I have been a resident of Pennsylvania during the entirety of the previous 10-year period; **OR**
- I have received the FBI Criminal History Clearance from the Pennsylvania Department of Human Services (DHS) at any time since establishing residency in Pennsylvania and provided a copy of my result to the person responsible for the selection of volunteers.

I understand that the above exceptions do not apply to volunteers in a child day-care center, group day-care home or family child-care home.

I swear/affirm that I have not been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under federal law or the law of another state:

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children)

The attempt, solicitation or conspiracy to commit any of the offenses set forth above.

I swear/affirm that I have not been convicted of a felony offense under Act 64 of April 14, 1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five (5) years.

I swear/affirm that I have not been named in the Statewide database as a perpetrator of a founded report of child abuse within the past five (5) years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that, if I am arrested for or convicted of an offense listed on the previous page or am named as perpetrator in a founded or indicated report of child abuse, I must provide the administrator or designee with written notice not later than 72 hours after my arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database. I understand that, if I willfully fail to disclose this information, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including termination from or denial of a volunteer position.

I understand that, if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested for or convicted of an offense listed on the previous page or was named as perpetrator in a founded or indicated report of child abuse, or I have provided written notice of a new arrest, conviction, or notification of substantiated child abuse as described above, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications and the cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that certifications obtained for volunteering purposes may only be used to apply to volunteer or to serve as a volunteer and cannot be used for employment purposes.

I understand that nothing in the Child Protective Services Law (23 Pa.C.S. Chapter 63) shall be interpreted to otherwise interfere with the ability of the employer or other person responsible for a program, activity or service from making employment, discipline or termination decisions or from establishing additional standards as part of the hiring or selection process for employees or volunteers.

I understand that the employer, administrator, supervisor, other person responsible for employment decisions or other person responsible for the selection of volunteers is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to 18 Pa.C.S. § 4903 (relating to crimes and offenses).

Applicant:		Signature:		Date:	
Witness:		Signature:		Date:	

If the volunteer is a minor:

Parent or Guardian:		Signature:		Date:	
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