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|  | |  |  |  | | --- | --- | --- | |  | Colorado Talking Book Library | **Volunteer Application Form** | | |  |
| Top of Form     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Please complete this application form if you are interested in becoming a Colorado Talking Book Library volunteer. Once you complete the form, click the submit button at the bottom.  **Applicant Information**   |  |  | | --- | --- | | First name: | **\*** | | Last name: | **\*** | | Middle name: |  | | I prefer to be called: |  | | Street 1: | **\*** | | Street 2: |  | | City: | **\*** | | State: | **\***  Zip:   **\*** | | Primary phone phone: | **\***   OK to call me here | | Alternate phone: | OK to call me here | | Cell phone: | OK to call me here | | Email address: | **\*** | | Date of birth: | **\*** (year optional) | | Gender: |  | | Preferred Method of Contact: | **\*** |   **Availability** Please indicate the days and times you are usually available to volunteer.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Mon | Tue | Wed | Thu | Fri |  | | Morning: |  |  |  |  |  |  | | Afternoon: |  |  |  |  |  |  | | Evening: |  |  |  |  |  |  | |  |  |  | | --- | --- | | My availability is: |  | | From: |  | | to: |  |  |  |  |  |  | | --- | --- | --- | --- | |  |  | **Times** | **Assignment** | |  |  | | | |   **Interests** Tell us in which areas you are interested in volunteering.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Preference: | |  |  | | --- | --- | |  | [Analog to Digital Conversion [DAP]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=6&ALONE=1) | |  | [Audiobook Duplication [Duplication]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=8&ALONE=1) | |  | [Audiobook Producer [DAP]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=14&ALONE=1) | |  | [Braille Production [Braille Services]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=16&ALONE=1) | |  | [Circulation Assistant [Circulation]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=7&ALONE=1) | |  | [Final Review [Studio]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=13&ALONE=1) | |  | [Library Aide [Volunteer Services]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=5&ALONE=1) | |  | [Machine Repair Specialist [Machine Repair]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=17&ALONE=1) | |  | [On Call/ Mailings/Special Projects [Volunteer Services]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=19&ALONE=1) | |  | [Outreach Ambassador [Volunteer Services]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=28&ALONE=1) | |  | [Review [Studio]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=12&ALONE=1) | |  | [Studio Volunteer [Studio]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=21&ALONE=1) | |  | [Support Services [Volunteer Services]](https://www.volgistics.com/ex/portal.dll/Op?FROM=146586&Op=22&ALONE=1) | |   **Education** Please indicate the highest level of education completed.   |  |  | | --- | --- | | Education: |  | | Field of Study: |  |   **Special Skills or Qualifications** Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Skills: | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | 3D Printing |  | Accounting |  | Audio Editing | |  | Certified Braille proof-reader |  | Certified Braille Transcription |  | Data Entry | |  | Electronics Repair |  | File Management |  | Grant Writing | |  | Graphic Arts |  | Keyboarding |  | Marketing & PR | |  | Operate sound equipment |  | Photography |  | Public Speaking | |  | Read Braille |  | Videography |  | Voice Over/Drama | |  | Word Processing |  |  |  |  | | |  |  | | Languages Spoken/Read: | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | American English |  | Arabian |  | Australian | |  | British English |  | Cambodian |  | Canadian | |  | Cantonese |  | Cockney |  | Dutch | |  | French |  | German |  | Greek | |  | Hawaiian |  | Hebrew |  | Indian | |  | Irish |  | Italian |  | Jamaican | |  | Japanese |  | Korean |  | Laotian | |  | Latin |  | Latvian |  | Mandarin | |  | Middle Eastern |  | Midwest |  | Native American | |  | Other (list below) |  | Portuguese |  | Romanian | |  | Russian |  | Scandinavian |  | Scottish | |  | Spanish |  | Vietnamese |  | Yiddish | | |  |  | | Note additional skills or languages here: |  |   **Groups, Clubs, Organizational Memberships** Note any clubs or organizations you participate in and indicate if you would like us to report your volunteer hours to that organization.   |  |  | | --- | --- | | Clubs or Organizations: |  | |  |  |   **Computer & Technology Experience** Describe your experience using computers and technology; specifically include audio recording and sound editing software in which you are proficient.   |  |  | | --- | --- | |  |  |   **Previous Volunteer Experience** Summarize your previous volunteer experience.   |  |  | | --- | --- | |  |  |   **Tell us why you would like to volunteer at CTBL**   |  |  | | --- | --- | |  |  |   **How did you hear about CTBL?**   |  |  | | --- | --- | |  |  |   **Criminal History** Have you ever been convicted of a crime? [If yes, please explain the nature of the crime and the date of the conviction and disposition.] Conviction of a crime is not an automatic disqualification for volunteer work.   |  |  | | --- | --- | |  |  |   **Emergency Contact** Please provide contact information for the person to be notified in case of an emergency.   |  |  |  |  | | --- | --- | --- | --- | | First name: | **\*** |  |  | | Last name: | **\*** |  |  | | Street 1: |  |  |  | | Street 2: |  |  |  | | City: |  |  |  | | State: |  |  |  | | Zip: |  |  |  | | Primary phone: | **\***  OK to call here |  |  | | Alternate phone: | OK to call here |  |  | | Cell phone: | OK to call here |  |  | | Email address: |  |  |  | | Relationship: | **\*** |  |  |   **Volunteer Agreement** By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.  I further understand that Colorado Talking Book Library will not provide me with any pay, compensation, monetary or otherwise, insurance, worker’s compensation or any other benefit to which an employee may be entitled.  Colorado Talking Book Library often uses volunteer photos online, on TV, and on our social media sites to help show the positive impact our volunteers have in the community and how important they are to Colorado Talking Book Library. If you do not want any photos of yourself shared or used, contact Terri Marcotte at Marcotte\_t@cde.state.co.us   |  |  | | --- | --- | | I Agree |  | |   Bottom of Form | |

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