

For Library Staff Use Only:

Interview date: _____

Ref check: #1 ☐ #2 ☐ AODA ☐

Training date: _____

First session date: _____

Adult Literacy Program

Volunteer Application

Accessibility Statement: If you identify as a person with a disability or a person who is Deaf, and require this document in an accessible format, please contact adulthoodliteracy@tpl.ca or use the online form at tpl.ca/accessibility to make a request.

- Please email the completed application to **adulthoodliteracy@tpl.ca**
- Alternatively, submit the completed application to any TPL branch.
Branch staff: send the completed application to **Adult Literacy – NYCL Concourse**
- For more information about Adult Literacy Services, visit tpl.ca/adulthoodliteracy

Today's Date:

1. Personal Information

Name:

Pronouns:

Street Address:

City:

Province and Postal Code:

Phone:

Email address:

Have you volunteered with this or another Toronto Public Library program in the past?

☐ No ☐ Yes If yes, which program and when?

2. Relevant Experience

Education:

Work Experience:

Volunteer Experience:

Skills, Interests, Hobbies:

3. Location and Availability

Volunteer Locations (click/tap all locations that you are interested in):

Volunteer opportunities are **only available Monday-Friday** during Office Hours. For each location's office hours, visit: tpl.ca/support-us/volunteering/adult-literacy

- | | |
|---|---|
| <input type="checkbox"/> Albion (Albion & Kipling) | <input type="checkbox"/> Malvern (Sheppard & Neilson) |
| <input type="checkbox"/> Barbara Frum (Bathurst & Lawrence) | <input type="checkbox"/> Maria A. Shchuka (Eglinton & Dufferin) |
| <input type="checkbox"/> Don Mills (Don Mills & Lawrence) | <input type="checkbox"/> North York Central (Yonge & Sheppard) |
| <input type="checkbox"/> Downsview (Keele & Wilson) | <input type="checkbox"/> S. Walter Stewart (O'Connor & Coxwell) |
| <input type="checkbox"/> Fairview (Don Mills & Sheppard) | <input type="checkbox"/> York Woods (Jane & Finch) |

Please indicate the times you are available to volunteer:

- | | | |
|-----------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons | <input type="checkbox"/> Evenings |
|-----------------------------------|-------------------------------------|-----------------------------------|

4. References

Professional Reference:

A professional reference can be any individual who is/was in a supervisory capacity to you (academic, volunteer or work).

Name:

Organization Name:

Phone:

Email:

Relationship to you:

Length of time that you have known this person:

Personal Reference:

A personal reference can be a friend or co-worker.

Name:

Phone:

Email:

Relationship to you:

Length of time that you have known this person:

Reference Check Release:

I authorize the Toronto Public Library to contact the persons listed above for the purpose of obtaining reference information in connection with my application for this volunteer position. These persons are authorized to disclose such reference information.

Signature:

Date:

5. Signature

I confirm that all of the information included in this application form is true and complete. I understand that an incomplete application will not be considered, and that providing false or misleading information may result in being removed from this position, regardless of the time of discovery.

Signature:

Date:

Thank you!

Only those selected for an interview will be contacted. We appreciate your interest in volunteering with the Toronto Public Library.

Your personal information is collected under the Public Libraries Act (s. 20(a), 20(c), and 20(d)). This information will be used to register you, contact your references, manage your placement in the volunteer programs, and recognize you for your service to Toronto Public Library (through references or other ways). Questions about how the Toronto Public Library handles your information can be directed to the Manager, Social Development, 789 Yonge Street, Toronto, ON M4W 2G8, (416) 395-5502 or email volunteer@tpl.ca.
