

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: _____

Street Address: _____

City: _____

Province: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Email address: _____

2. Relevant Experience

Education: _____

Work Experience: _____

Volunteer Experience: _____

Skills, Interests, Hobbies: _____

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

No

Yes If yes, which program? _____ When? _____

3. Location and Availability

Available Volunteer Locations (select all that apply):

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

Albion (Albion & Kipling)

Malvern (Sheppard & Neilson)

Barbara Frum (Bathurst & Lawrence)

Maria A. Shchuka (Eglinton & Dufferin)

Don Mills (Don Mills & Lawrence)

North York Central (Yonge & Sheppard)

Downsview (Keele & Wilson)

S.Walter Stewart (O'Connor & Coxwell)

Fairview (Don Mills & Sheppard)

York Woods (Finch & Jane)

Please indicate the times you are available to volunteer:

Mornings

Afternoons

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: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Relationship to you: _____

How long have you known this person?: _____

Personal Reference:

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

Name: _____

Organization Name: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Relationship to you: _____

How long have you known this person?: _____

Reference Check Release:

I, (applicant name) _____, hereby authorize Toronto Public Library to solicit a reference from (professional reference name) _____ and (personal reference name) _____ in connection with my application for this volunteer position, and to investigate any statements made herein, and I release Toronto Public Library and all others for liability in connection with the same.

I hereby authorize the above named referees to provide a reference in connection with my application for this volunteer position, and release them from any liability in regard to the same.

Signature: _____ Date: _____

5. Signature

I hereby certify 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 dismissal, regardless of the time of discovery.

Signature: _____ Date: _____

Thank you! We will hold your application for 12 months.

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

Personal information on this form is collected under the authority of the Public Libraries Act, sections 20(a) and (d), and will be used only for the proper administration of volunteer services at Toronto Public Library. Questions about the management of your personal information can be directed to the Privacy & Records Management Officer, Toronto Public Library, 789 Yonge Street, Toronto, ON, M4W 2G8, 416-395-5658. Questions related to the status of your volunteer application can be directed to the Senior Department Head, Adult Literacy Services, Toronto Public Library, 5120 Yonge Street, Toronto, ON, M2N 5N9, 416-395-5552.
