



THE EFFIE & WILTON HEBERT PUBLIC LIBRARY

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409-722-4554

VOLUNTEER APPLICATION

DATE: _____

NAME: _____

ADDRESS/CITY/ZIP: _____

DAY PHONE: _____ EMAIL: _____

EDUCATION: HIGH SCHOOL/GED: ____ (Y/N) COLLEGE/CERT/OTHER (Level): _____

ARE YOU AT LEAST 17 YRS OF AGE? ____ (Y/N)

ARE YOU LOOKING TO FILL COURT/JUDGE REQUIRED COMMUNITY SERVICE? ____ (Y/N)

(We're sorry, but City policy prohibits volunteers who are filling court appointed service)

HOBBIES/INTERESTS/SKILLS/SPECIAL KNOWLEDGE: _____

WORK EXPERIENCE: _____

WHAT TYPE OF VOLUNTEER TASKS ARE YOU INTERESTED IN (see below)?

AVAILABLE START DATE: _____ AVAILABLE HOURS: _____

EMERGENCY CONTACT NAME: _____ PHONE: _____

Please sign the back of this form and, if under 18, parents sign here:

VOLUNTEER TASKS

Help plan & coordinate programs
Historical research
Book reviews
Adult book discussion leader
Homework assistant
Teach a class
Organize a speaker / presenter

Gardening & grounds assistant
Kids' craft assistant
Arrange an exhibit/display
Design posters & displays
Organize events & programs
Community liaison
Shelf organizer

Movie night assistant
Collection inventory aide
Clean books
Dust bookshelves
Spring Cleaning aide
Or, tell us your ideas!

CITY OF PORT NECHES

HUMAN RESOURCES

ELECTION OF DISCLOSURE FOR EMPLOYEES, OFFICIALS AND VOLUNTEERS

Government Code Section 552.024 (Electing to Disclose Address and Telephone Number . . .) states:

- (a) Each employee or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body that relates to the person's home address, home telephone number, or social security number, or that reveals whether the person has family members.
- (b) Each employee and official and each former employee and official shall state that person's choice under Subsection (a) to the main personnel officer of the governmental body in a signed writing not later than the 14th day after the date on which:
 - (1) the employee begins employment with the governmental body;
 - (2) the official is elected or appointed;
 - (3) the former employee or official ends service with the governmental body.
- (c) If the employee or official or former employee or official chooses not to allow public access to the information, the information is protected under Subchapter C.
- (d) If an employee or official or former employee or official fails to state the person's choice within the period established by this section, the information is subject to public access.
- (e) An employee or official or former employee or official of a governmental body who wishes to close or open public access to the information may request in writing that the main personnel officer of the governmental body close or open access.
- (f) This section does not apply to a person to whom Section 552.1175 applies.

Government Code Section 552.1175 (Confidentiality of addresses, telephone numbers, Social Security numbers and personal family information of Peace Officers . . .) states (applicable excerpts only):

- (a) This section applies only to:
 - (1) peace officers as defined by Article 2.12, Code of Criminal Procedure;
- (b) Information that relates to the home address, home telephone number, or social security number of an individual to whom this section applies, or that reveals whether the individual has family members is confidential and may not be disclosed to the public under this chapter if the individual to whom the information relates:
 - (1) chooses to restrict public access to the information; and
 - (2) notifies the governmental body of the individual's choice on a form provided by the governmental body, accompanied by evidence of the individual's status.
- (c) A choice made under Subsection (b) remains valid until rescinded in writing by the individual.

Check one box below:

- I do wish to allow public access** to my home address, home telephone number, social security number, or information that reveals whether I have family members.
- I do NOT wish to allow public access** to my home address, home telephone number, social security number, or information that reveals whether I have family members.
- I am a Peace Officer and **I do NOT wish to allow public access** to my home address, home telephone number, social security number, or information that reveals whether I have family members.

Signature of Volunteer

Printed Name

Date Signed