

**Bonner Springs City Library
Spring 2018 Teen Intern Application**

Please return by Sunday, January 7, 2018

(All information must be completed in full and returned on time for consideration.)

Name: _____ Date of Birth: _____
Address: _____ Gender: Male _____ /Female _____
City: _____ Zip: _____ Phone: _____
E-Mail Address (if checked regularly): _____
What is the best way to contact you? Phone _____ or E-mail _____
Where do you attend school? _____ Grade Level: _____
Why do you want to intern at the Library? _____

Please list any days between January 16 and May 26 you will not be available to work.

What are your interests and skills? Please list any experiences or skills you have working with people, work experience, involvement in school activities.

Previous volunteer or work experience _____

Have you volunteered at the Bonner Springs Library in the past? yes ____ / no ____

Do you plan to be involved in other activities this spring? Please list the days/dates/times you know you cannot intern because of these activities.

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Please rank the following tasks in order of favorite (1) to least favorite (9).

- | | |
|-----------------------------------|----------------------------|
| _____ Coloring | _____ Alphabetizing |
| _____ Cutting | _____ Dusting/Cleaning |
| _____ Organizing/Straightening | _____ Counting/Math skills |
| _____ Working with young children | _____ Typing |
| _____ Working on the computer | |

Please summarize the qualities you feel make you the ideal candidate for the Teen Intern position.

- Place an X to indicate the time slots that you will **NOT** be able to work.
- The library's hours are 9am-8pm Monday-Thursday and 9am-5pm Friday
- The library will be closed on:
Monday, January 15 for Martin Luther King, Jr. Day
and Monday, February 19 for Presidents' Day

	Monday	Tuesday	Wednesday	Thurs.	Fri.
1:00-2:00					
2:00-3:00					
3:00-4:00					
4:00-5:00					
5:00-6:00					

If you have any questions about the Teen Intern program at the Bonner Springs City Library or about the application, please contact Lesley at llard@bonnerlibrary.org or (913) 441-2665.

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Please read the following information:

- I understand that as a teen intern I am expected to show up when I am scheduled and if I am not able to work my scheduled time, I will notify a library staff member in advance.
- I also understand the Bonner Springs City Library's policy is to protect the privacy of those who use the Library. I agree to hold all information about patrons in complete confidence. In addition, I understand that a breach of confidentiality is grounds for dismissal from the Library's Teen Intern Program.
- I will meet with the Youth & Teen Librarian for an orientation and training session.
- The library will only have two teen intern positions available per semester and may not have enough positions to hire all intern applicants.
- Interviews will be scheduled as part of the selection process. Applicants will be notified via phone to set up an interview. *Interviews will be approximately 15-30 minutes long.*
- Intern duties will include: completing projects for storytimes and programs, working with the Youth & Teen Librarian, helping with book displays and booklists and other tasks as assigned.
- Interns are expected to follow a dress code when on duty; personal appearance will be discussed at the orientation and training session.
- Interns are expected to behave responsibly and professionally while in the library.

If I am selected as an intern in the Bonner Springs City Library Teen Intern Program, I will abide by all the rules of the Bonner Springs City Library and the Teen Intern Program. I understand that this intern position is an unpaid position and I will receive volunteer credit for my time.

I understand that not following the above guidelines is grounds for dismissal from the Library's Teen Intern Program.

Applicant Signature: _____ Date: _____

Parent or Guardian's Signature: _____

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Parent/Guardian Emergency Contact Information

Applicant's Name _____

Parent/Guardian Name _____

Address _____

City _____ Zip _____

Phone (Home) _____ (Work) _____ (Cell) _____

I, _____, give permission for my son/daughter, _____, to be a teen intern at Bonner Springs City Library. I understand that my son/daughter will not receive monetary compensation or be insured by the library. I have read and understand the requirements as outlined in the Teen Intern application and understand that my son/daughter will receive valuable training and guidance under library staff supervision while providing a helpful community service.

Signature of Parent or Guardian _____ Date _____

IN CASE OF EMERGENCY, PLEASE CONTACT:

Name: _____

Relationship: _____

Phone: _____

Name: _____

Relationship: _____

Phone: _____

Does your son/daughter have any medical conditions you would like us to know about (ex: asthma, allergies, sugar-free diet, etc.)? Please list any medical or other concerns here.

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Teen Intern Letter of Recommendation

All teen intern applicants must obtain one Letter of Recommendation. Letters of Recommendation must be filled out by an adult who is not a member of the applicant's family. References may include teachers or family friends. Recommendations may be e-mailed to llard@bonnerlibrary.org or mailed to the Library at Attn: Lesley, 201 N. Nettleton Ave, Bonner Springs, KS 66012.

Deadline: Sunday, January 7, 2018.

Letters received with an application will not be accepted.

Letter of Recommendation for: _____

Name of the individual writing the Letter of Recommendation: _____

Expectations for Volunteers

The Teen Intern Program at the Bonner Springs City Library is an opportunity for teens to gain valuable work experience and service hours while learning about the library. Volunteers will be expected to:

- assist the Youth & Teen Librarian in preparing for programs,
- help with book displays and book lists,
- assist with library programs,
- complete projects for story times and other programs, preparing copies and handouts,
- be a dependable, reliable and responsible worker,
- follow verbal and written instruction from library staff.

This program is a growth opportunity for teens to experience handling an important responsibility, to develop their work and social skills, and to gain confidence as a member of the library community. Our goal is that volunteers will have a productive and engaging experience.

Please explain how you know the volunteer applicant and how long you have known them

Please write a brief paragraph detailing why you believe the applicant would be a good fit and a responsible intern in this program.

Signature: _____ Date: _____

If you have further comments or questions, please contact Lesley Lard at 913-441-2665 or e-mail llard@bonnerlibrary.org.

Thank you for your time and feedback!