

**Wayne County Historical Museum Volunteer Application**

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| Tell us about yourself |
| Full name:       Title:  |
| Address:      Zip Code:       | Telephone:      Mobile:      Email:       |
| Do you drive/have access to a car? [ ]  Yes [ ]  No  |
| Do you prefer to receive communications through [ ]  Email [ ]  Text [ ]  Phone Call |

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| **How did you hear about volunteering at the Wayne County Historical Museum?** |
| [ ]  Visited the Museum[ ]  Attended a Museum Program[ ]  At an Outreach Program or Event[ ]  Wayne County Historical Museum Website[ ]  Social Media[ ]  On another website[ ]  Current Wayne County Historical Museum Volunteer/Staff Member[ ]  A family member/friend volunteers/used to volunteer/work for Wayne County Historical  Museum[ ]  Other (please state)  |
| Have you volunteered with Wayne County Historical Museum before? [ ]  Yes [ ]  No |
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| **Your interests and skills** What area/s of volunteering are you interested in?  |
| [ ]  Office/Front Desk | [ ]  Haunted Museum/Boo Crew |
| [ ]  Collections/Curatorial  | [ ]  Signature Program/Event |
| [ ]  Exhibits | [ ]  Other (please specify)       |
| [ ]  Exhibit Fabrication |   |
| [ ]  Programs/Educational Outreach  |  |
| [ ]  Docent |  |
| [ ]  Museum Buildings & Grounds  Beautification  |  |
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| **Your availability, please check all that apply:** |
| [ ]  Monday [ ]  Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday[ ]  Saturday[ ]  Sunday | [ ]  Days[ ]  Evenings[ ]  Specific Program/Event: [ ]  Other (Please specify):  |

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| **Tell us about your previous volunteering or employment experience:** |
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| **Have you any specialist skills, interests, or hobbies that you would like to use when volunteering for Wayne County Historical Museum?** |
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| **Are there any skills you would like to develop by volunteering with Wayne County Historical Museum?** |
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**Equal Opportunity Employer**

The Wayne County Historical Museum does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and visitors.

**Please list any accommodations you may need to perform specific tasks at the museum:**



What age group do you fall into? [ ]  14 – 17 years [ ]  18 years and over

It is the Wayne County Historical Museum’s policy that volunteers be over 14 years of age or have a parent or legal guardian present during volunteer shift.

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| **If you are between the ages of 14 and 17 please discuss your volunteering role with your parent/guardian and ask them to complete the box below:** |
| I understand the volunteering tasks, as shown in the volunteer role description, that my child/ward will be involved in and give my permission for them to volunteer with the Wayne County Historical Museum.Signed (parent or guardian):       Print name:      Date:       |

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| **References**  |
| Name:       |
| Address:       | Postcode:       |
| Telephone:       | Mobile:       | Email:       |
| How do you know this person?       |
| Name:       |
| Address:       | Postcode:       |
| Telephone:       | Mobile:       | Email:       |
| How do you know this person?       |

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| **Emergency Contacts** |
| Name:       |
| Address:       | Postcode:       |
| Telephone:       | Mobile:       | Email:       |
| Relation to Volunteer       |
| Name:       |
| Address:       | Postcode:       |
| Telephone:       | Mobile:       | Email:       |
| Relation to Volunteer       |

The Wayne County Historical Museum is committed to providing a safe environment for staff, volunteers, Board Members, and Visitors. The Wayne County Historical Museum reserves the right to investigate the information provided by all applicants, volunteers, and new employees in an attempt to select the best qualified applicants for work with the museum. This check may include driving record, identity, address and driver’s license verification, criminal background, prior employment history, references, education, and professional license verification. The Wayne County Historical Museum will conduct background checks on volunteers and new hires prior to employment.

Discovery of certain adverse information provided by the background check may be grounds for the Wayne County Historical Museum to take action including but not limited to: rescinding the job offer, refusal of volunteerism, or termination of employment.

* Prior to employment, the museum will conduct a detailed reference, background, and, criminal check of an applicant. All reference, background, criminal checks will follow applicable laws. Criminal background checks are conducted via the Richmond Police Department or another organization as appropriate. The results of the background check will be sent directly to the Executive Director. The cost of the background check will be covered by the museum. Failure to pass the background check may result in rescinding an offer of employment.
* Information collected will be treated confidentially.

**Application Agreement**

As a volunteer/intern for the Wayne County Historical Museum I agree to abide all policies and procedures. I understand that I will be volunteering at my own risk and that the Wayne County Historical Museum, its employees, and affiliates cannot assume any responsibility for any liability for any accident, injury, or health problem which may arise from any volunteer work I perform for the museum.

My services are donated to the Wayne County Historical Museum without contemplation of compensation or future employment and are given for charitable reasons. I understand that failure to follow Wayne County Historical Museum’s policies and procedures my be grounds for dismissal.

I declare the information I have provided is true:

Signed:       Date:

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| **For office use only:** |
| Volunteer recruited:        | Volunteer role/s:       |
| Informal interview:       | References completed: [ ]   |
| Parental consent given if applicable: [ ]  | Risk assessment completed: [ ]  |
| DBS/Access NI/further checks if applicable: [ ]  | Start date:       |
| Settling in period:        | Induction arranged:        |

Notes: