



# Whittier Historical Society & Museum

## Intern / Volunteer Application

DATE: \_\_\_\_\_

### **Personal Information:** *(please print)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Male\_\_ Female \_\_ Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

In addition to English, please list any languages spoken: \_\_\_\_\_

### **School Information:** *(if applicable)*

Level of Education (check if complete): High School\_\_ College\_\_ Other: \_\_\_\_\_

Degree Level (ie. BA/MA) \_\_\_\_\_ Major \_\_\_\_\_

Are you volunteering *for credit* through a school or club/organization? Yes \_\_ No \_\_

If yes for school credit, School Name \_\_\_\_\_

Hours Needed \_\_\_\_\_ Deadline \_\_\_\_\_

If yes for club/organization, which one? \_\_\_\_\_

### **Availability:**

Total number of hours per week that you would like to volunteer \_\_\_\_\_

On what days/times would you be available to volunteer? Check all that apply and list times next to each day checked (e.g. 10am-2pm). We are open from 9am to 4pm Tuesday through Friday and on Saturdays from 1pm to 4pm.

Tuesday \_\_\_\_\_ Friday \_\_\_\_\_

Wednesday \_\_\_\_\_ Saturday \_\_\_\_\_

Thursday \_\_\_\_\_

How long would you like to volunteer/intern at the Museum? Check one.

Hours Needed Only \_\_ Short Term (one to three months) \_\_ Long Term (6 months or longer) \_\_

### **Skills or Interests:**

Which position(s) are you interested in? Check all that apply.

Researcher/Archivist \_\_ Writer/Editor \_\_ Docent \_\_ Social Media \_\_ Office Assistant \_\_

Community Volunteer \_\_ Exhibits \_\_ Other: \_\_\_\_\_

### **For Writer Applicants Only:**

Do you possess a laptop for use while writing articles at the Museum? Yes \_\_ No \_\_

Do you have skills or experience in any of the following areas? Check all that apply.

Computers\_\_\_\_ Web Design \_\_\_\_ Landscaping \_\_\_\_ Archives\_\_\_\_ Docent\_\_\_\_  
Maintenance/Repair\_\_\_\_ Experience with Public\_\_\_\_ Writing \_\_\_\_

Additional detail about your experience in the areas you have checked or other (optional):

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**Additional Information:**

Have you ever been convicted of a felony? Yes\_\_\_\_ No\_\_\_\_

Conviction is not an automatic bar to service as a volunteer: each case is considered individually.

Are you a member of the Whittier Historical Society? Yes\_\_\_\_ No\_\_\_\_

Any additional information regarding your interests and/or qualifications (optional):

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**References:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Contact #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Contact #: \_\_\_\_\_

**Declaration:**

By signing below, I hereby state that the information provided above is true, correct and complete to the best of my knowledge. I understand and agree that any false statement or omission of material fact will be cause for disqualification or immediate discharge from volunteer services, regardless of the lapse of time before discovery.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**For Office Use Only:**

Type of Volunteer:

School \_\_\_\_ Hours/Credits Completed \_\_\_\_\_

Date Started: \_\_\_\_\_

Community \_\_\_\_ Hours Completed \_\_\_\_\_

Date Ended: \_\_\_\_\_

Other \_\_\_\_ Hours Completed \_\_\_\_\_

Notes:

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