

Volunteer Application

Mail to:
 Volunteer Coordinators
 Toledo Museum of Art
 PO Box 1013
 Toledo, OH 43697

Date _____

PERSONAL DATA

Last Name _____ First Name _____		Birthday (Month / Date only): ____ / ____
Address _____		
City _____	State _____	Zip _____
Home Ph. _____ Work/Cell Ph. _____		Are you a Museum member? Yes No
Email Address _____		
Have you ever been convicted of a crime? (Circle one) Yes No		
If yes, please explain:		

EDUCATION AND INTEREST AREAS

	<u>Name</u>	<u>Grad. Yr.</u>	<u>Major</u> (and minor, if applicable)
High School:	_____	_____	_____
College	_____	_____	_____
Graduate School	_____	_____	_____
Additional coursework or specialized training:		Hobbies and other interests:	
_____		_____	
_____		_____	
_____		_____	

EXPERIENCE AND SKILLS

<u>Work History</u> Employer _____ Your Title _____ Dates _____ Employer _____ Your Title _____ Dates _____ Employer _____ Your Title _____ Dates _____	<u>Skills Set</u> <input type="checkbox"/> Office/clerical <input type="checkbox"/> Desktop publishing <input type="checkbox"/> Communications <input type="checkbox"/> Research Assistant <input type="checkbox"/> Retail <input type="checkbox"/> Telephone calling <input type="checkbox"/> Switchboard <input type="checkbox"/> Human Resources <input type="checkbox"/> Marketing <input type="checkbox"/> Event Coordinator <input type="checkbox"/> Food Service <input type="checkbox"/> Audio/Video Tech. <input type="checkbox"/> Musician/Singer <input type="checkbox"/> Graphic Design <input type="checkbox"/> Photography <input type="checkbox"/> Sewing/Quilting <input type="checkbox"/> Painting <input type="checkbox"/> Grant Writing <input type="checkbox"/> Teaching <input type="checkbox"/> Guidance Counseling
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VOLUNTEER HISTORY

<u>Organization</u>	<u>Position</u>	<u>Dates</u>	<i>Why do you want to volunteer at the Toledo Museum of Art?</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONAL REFERENCES

<i>Please list two personal references who are not relatives or former employers:</i>		<i>Person to contact In case of emergency:</i>
Name _____	Phone _____	Name _____
Occupation: _____	Years acquainted _____	Address _____

Name _____	Phone _____	Phone _____
Occupation: _____	Years acquainted _____	Relationship _____

ACKNOWLEDGEMENTS

I understand that if accepted as a volunteer at Toledo Museum of Art I will serve a three-month probationary period. I also understand that the position in which I serve may have minimum time, event, and behavior requirements, and that my ongoing status as a volunteer is contingent upon my meeting those requirements. I authorize Toledo Museum of Art to contact my personal references and former employers in determining my suitability for serving as a volunteer. My signature below also constitutes my agreement that photographs of me taken by staff during my work at the Museum may be used for promotional purposes without compensation.

Applicant's Signature _____ Date _____

FOR TMA OFFICE USE ONLY

Interview Date _____	Interviewer Notes:
Interviewer _____	
Placement	
<input type="checkbox"/> Usher <input type="checkbox"/> Docent	
<input type="checkbox"/> Info Desk <input type="checkbox"/> Studio Session	
<input type="checkbox"/> It's Friday <input type="checkbox"/> Family Center	
<input type="checkbox"/> Special Events <input type="checkbox"/> Administration	
<input type="checkbox"/> Career Track <input type="checkbox"/> Other	
Start Date _____	
Termination Date _____	