

Volunteer Application

Thank you for your interest in volunteering your time at the New Westminster Museum and Archives. The following information will assist us in determining your interests and skills for a prospective volunteer position, and provide other information required for administrative purposes. This application will form part of your volunteer profile. Please return to museum@newwestcity.ca or in person in the Archives on the second floor of Anvil Centre, 777 Columbia Street.

Personal Information:

Name: _____

Address: _____

City: _____ Postal code: _____

Home phone: _____ Cell phone: _____

Email: _____ Birthdate: _____
Month Day Year

Emergency health information: _____
Is there any information a health care professional should know should you suddenly become ill? i.e. allergies, medical conditions, contact lenses, etc.

In case of emergency contact: _____ Phone: _____

Relationship to you: _____

Occupation/Employment History:

Previous work experience: _____

Education/Training:

Level of schooling attained: _____

Other training/certificates held: _____

Have you had any specific museum/archives training? Yes No

Please describe: _____

Skills:

Do you speak languages other than English? (Please specify): _____

Do you have other skills or resources which might benefit your work in the program? _____

Volunteer Experience:

Are you presently a volunteer? Yes No Where?: _____

Have you had previous experience as a volunteer? Yes No

In what capacity? _____

Availability:

How many hours per week are you willing to volunteer? _____

What days are you available?

Saturday* Sunday* Monday Tuesday Wednesday Thursday Friday

What time of day are you available? Mornings Afternoons Evenings* (check all that apply)

*Program volunteers only. Curatorial weekend times only for special events.

Interests:

What type of volunteer work are you looking for? _____

In which of the following areas would you be interested in volunteering? (Check all that apply)

Note: Curatorial positions are weekly, with a minimum of one-year. No archival positions are available at this time.

Programs

- Docent (Tour Guide Assistant)
- School programs
- Public programs
- Special events
- Piano player

Curatorial

- Exhibit research
- Artefact research
- Exhibits assistance
- Transcriptions

- History presentations
- Collection care and handling

Are there any other areas of museum/archives work not listed above, or specific areas of listed topics, that you are interested in? (I.e. historic clothing research/sewing, matting/framing, dry mount press, woodworking, photography, Chinese translation, etc.): _____

Which facility are you interested in working at? Anvil Centre Irving House Samson V (check all that apply)

Commitment:

Will you make a one year commitment to this program? Yes No

Will you complete the required training? Yes No

Will you attend volunteer meetings? Yes No

What are your expectations in volunteering with the New Westminster Museum and Archives? _____

What do you hope to gain from being a volunteer here? _____

What life experiences have you had that might be useful to you in working at this facility? _____

We would like to contact two references, one personal and one business, or volunteer-related:

Name: _____ Phone: _____

Relationship to you: _____

Name: _____ Phone: _____

Relationship to you: _____

Date: _____ 201_____

Signature of Applicant

Personal information contained on this form is collected under the Municipal Act and the provisions of the Freedom of Information and Protection of Privacy Act, and will be used only for the purposes indicated.