

Application for Volunteers

Today's Date: _____

Applicant Contact Information

Name: _____ Date of Birth _____

First Middle Last

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Are you 18 or older: Yes No Date of Birth: _____

Under 18 requires signature of a parent or guardian

Employment

Are you currently employed: Yes No

Name of current employer: _____

Education

Highest Degree Attained: _____

Major: _____

Institution: _____

Are you currently attending school: Yes No

If yes, name of school: _____

Your Interests at the Hanford Reach Interpretive Center

- Administrative/answering phones, mailings, assist in research, organizing
- Docent (museum guide), lobby greeter
- Education/Programs: visitor interaction, programming assistance, school outreach
- Exhibits: maintenance, design, research and writing
- Retail and Reception: ticket & gift shop sales
- Special Events and Fundraising: event coordination, fundraising activities
- Marketing and Outreach
- Native Plant Gardening
- Interpretation
- Summer Programs
- Other: _____

Hanford Reach Interpretive Center
Phone: 509-943-4100
Fax: 509-987-1074
1229 Columbia Park Trail, Richland, WA 99352
Email: diannam@visitthereach.org

How long can you commit to volunteering? One time Occasionally 3-6 months
 6 months or more Other: _____

What days are you available?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

What times are you available?

Morning Afternoon Evening

Once a week Every other week Special Events Only

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies and sports:

Previous Volunteer Experience

Provide your previous and current volunteer experience:

Person to Notify in Case of Emergency

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Criminal Background

Have you ever been convicted of a crime other than a traffic violation? Yes No

If yes, what charge? _____ Date convicted: _____ Where _____

Are there any legal charges pending against you? Yes No

If yes, explain: _____

Do you consent to a criminal history check? Yes No

AUTHORIZATION AND AGREEMENT BY APPLICANT

1. I certify that the facts set for in this volunteer application are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation in my application or placement interview may result in the rejection of my application or discharge from the volunteer program.
2. I consent to having Hanford Reach Interpretive Center complete a criminal background check prior to volunteering.

Signature of Applicant _____ Date _____

Parent/Guardian Signature (required if less than 18 years of age)

Signature _____ Date _____

References: Please list three references other than relatives

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

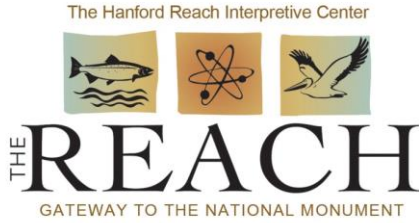
Cell Phone: _____ Email: _____

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____



Volunteer Reference Check

_____ is applying for a Volunteer/Intern position with the REACH and has listed you as a reference. Please assist us returning this completed form to the Hanford Reach Interpretive Center, PO Box 1160, Richland, WA 99352.

Reference:

Name: _____ Title: _____

Affiliation: _____

Please describe your relationship with the applicant and the number of years/months you have been acquainted:

What are some of the applicant's greatest strengths?

What are some of the applicant's greatest challenges?

Please provide a phone number where we can best reach you: _____

Signature _____

Date _____