



Lakeshore Museum Center

VOLUNTEER APPLICATION

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, severe/morbid obesity, medical condition, military or veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our guests and contributing to the success of the Lakeshore Museum Center, its guests, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact the Volunteer Manager.

(PLEASE PRINT)

Date of application: _____

Last Name First Name Middle Name

Address City State Zip Code

E-mail Address

Telephone Number(s)

Best Method of Contact? Email Phone Other: _____

Background Information

How did you learn about the Lakeshore Museum Center?

___ Friend/Family Member ___ Advertisement in _____
___ Lakeshore Museum Publication ___ Interest in topic _____
___ Museum Volunteer _____ ___ Other _____

Name

Please Describe

AVAILABILITY

During which hours are you available for volunteer assignments?

How often are you available to volunteer?					
___ One Time Only	___ Weekly	___ Bi-Monthly	___ Monthly	___ As Needed for Projects	
What days are you available to volunteer?					
___ Monday	___ Tuesday	___ Wednesday	___ Thursday	___ Friday	___ Saturday
___ AM	___ AM	___ AM	___ AM	___ AM	___ AM
___ PM	___ PM	___ PM	___ PM	___ PM	___ PM

AREAS OF INTEREST

Is there a specific site you're interested in working for?

- Main LMC
 Hackley and Hume Historic Site
 Muskegon Heritage Museum
 Collections and Archives

Is there a specific position you're applying for?	
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If there isn't a specific position, what position are you interested in?		
___ Administrative Support	___ Archives and Collections	___ Building and Exhibits
___ Special Events	___ Educational Programs	___ Docent/Interpreter
___ Guest Relations	Other: _____	

SKILLS

Please check below any applicable skills		
___ Bilingual (English/_____)	___ Community Event Planning	___ Public Speaking
___ Working with children	___ Computer Skills	___ Research
___ Carpentry	___ STEM	___ Gardening
Other Skills: _____		

EXPERIENCE (Paid or Un-Paid Current or Past Work)

**Note the more thorough you can be the better the Museum can determine an appropriate volunteer placement.*

Name and Address of Organization or Business	Position:	
	From Month/Year	To Month/Year
Duties		
Name and Address of Organization or Business	Position:	
	From Month/Year	To Month/Year

Duties

[Large empty rectangular area for listing duties]

CRIMINAL RECORD

1. **Have you ever used another name?**

Yes

No

2. **Have you ever been convicted of a felony?**

Yes

No

Charge:

Please explain:

APPLICANT STATEMENT AND AGREEMENT

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

____ I hereby authorize the Lakeshore Museum Center to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the Lakeshore Museum Center any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Lakeshore Museum Center, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

____ In the event of my employment with the Lakeshore Museum Center, I understand that I am required to comply with all rules and regulations of the Lakeshore Museum Center.

____ If hired, I understand and agree that my employment with the Lakeshore Museum Center is at-will, and that neither I, nor the Lakeshore Museum Center is required to continue the employment relationship for any specific term. I further understand that the Lakeshore Museum Center or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

____ I understand that safety of employees is extremely important to the Lakeshore Museum Center and that the Lakeshore Museum Center is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS.

Signature: _____

Date: _____

Printed Name: _____

Parent/Guardian Signature if under 18: _____

Parent/Guardian Name: _____

City/State: _____



Lakeshore Museum Center

BACKGROUND CHECK

NOTICE TO APPLICANT AND AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK

The purpose of this notice is to inform you that we will be conducting a pre-employment background investigation in conjunction with your application of employment with the Lakeshore Museum Center. This background investigation may involve verifying or reviewing any of the following relevant information.

- Social Security Number
- DMV Record
- **Criminal Convictions**
- Prior Employment History
- Educational History

By your signature below, you authorize the Lakeshore Museum Center to obtain a criminal background check for employment purposes.

I authorize the Lakeshore Museum Center to obtain a criminal background check for employment purposes.

Date: _____

Signature: _____

Legal Disclaimer: The Background Check Notice is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes, and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.