

# **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  C	)ther:		
Bac	ckground Informat	ion	
How did you learn about the Lakeshore Muse	um Center?		
Friend/Family Member	Adv	vertisement in	
Lakeshore Museum Publication	Inte	erest in topic	
Museum Volunteer	Oth	ner	
Name		Please Desc	ribe
During which hours a	AVAILABILITY	ntoor assignments?	
During which hours a	re you available for volu	inteer assignments?	

How often are you available to volunteer?							
One Time O	nly	Weel	kly		Bi-Monthly	Monthly	As Needed for Projects
What days are you available to volunteer?							
Monday AM PM	TT AI PI		Wednesc AM PM	day	Thursday AM PM	Friday AM PM	Saturday AM PM

#### **AREAS OF INTEREST**

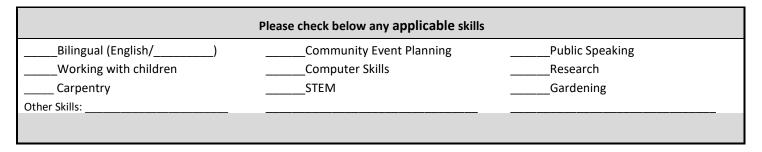
Is there a specific site you're interested in working for?

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

Is there a specific position you're applying for?	

ives and CollectionsBuilding and Exhibits
ational ProgramsDocent/Interpreter

## <u>SKILLS</u>



## 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.

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

Duties	
<u>CRIMINAL RECORD</u>	
1. <u>Have you ever used another name?</u>	
	□ Yes
	□ No
2. <u>Have you ever been convicted of a felony?</u>	
	🗆 Yes
	□ No
Chargo	
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:	



#### 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 statues, 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.