



FOR OFFICE USE

Volunteer Ref # _____ Date _____

C/O Volunteer Coordinator
3000 Sternberg Drive
Hays, KS 67601

Volunteer Application Form

Thank you for your interest in volunteering with the Sternberg Museum of Natural History!

Volunteers play a vital role in our museum. All volunteer applications are reviewed with consideration of current volunteer opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

Please complete and return to the Sternberg Museum either by mail or email.

Personal Details

Name: _____

Postal Address: _____

County: _____

Telephone: _____

E-Mail: _____

Birth-date: _____
Day / Month / Year

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

Name: _____ Relationship: _____

Telephone: (Mobile) _____

Equal Opportunities

The Sternberg Museum is committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. All volunteer recruitment decisions will not be influenced by race, color, nationality, religion, sex, marital status, family status, sexual orientation, disability, or age. The Sternberg Museum of Natural History fully endorses a working environment free from discrimination and harassment.

The Sternberg Museum is committed to standards of excellence in Child Protection practices. Where your volunteer role may have direct contact with children, you may need to complete a more in-depth vetting process. In the mean time, please complete the question below.

Have you ever been convicted of a criminal offense?

Yes ☐ No ☐

If you ticked yes, please provide details below

Your Skills and Interests

1. Have you ever done any voluntary work before? Yes ☐ No ☐

If you answered yes, please tell us a little about the experience.

2. Why do you want to volunteer now? What has motivated you to get in touch with us?

3. Do you have any particular skills or qualities that you could use in your voluntary work?

4. Are you applying for a specifically advertised position? Yes ☐ No ☐

If yes, please write the following; Role name _____

5. What kind of voluntary work interests you?

(See <http://sternberg.fhsu.edu/get-involved/volunteer/> for more information)

- ☐ Admissions
- ☐ Docents
- ☐ Education
- ☐ Museum Store
- ☐ Office Assistant
- ☐ Exhibits
- ☐ Collections
- ☐ Prep Lab
- ☐ Other

6. When are you available for voluntary work? ☐ Totally Flexible

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

7. How long do you intend to volunteer for?

(note that some opportunities demand a minimum time commitment or other pre-requisites (ie. Prep Lab))

References

1.
Name: _____ Relationship: _____

Place of Work: _____ Position: _____
(If applicable)

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

2.
Name: _____ Relationship: _____

Place of Work: _____ Position: _____
(If applicable)

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

If you have any queries when completing this application form, please phone [785-628-4286](tel:785-628-4286) or e-mail sternbergpr@fhsu.edu If you would like to find out more about the Sternberg Museum, log onto our website sternberg.fhsu.edu.

Is there any additional information you would like to bring to our attention?

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I declare that the information I have provided is true. All my actions as a volunteer will reflect the ethos of Educate Together and I agree that being Child Centered will be central to my role.

Signed _____ Date _____