

# National Railroad Museum

## Volunteer Application (rev. Jan. 2012)

|  |                                 |  |  |  |                                  |                                   |
|--|---------------------------------|--|--|--|----------------------------------|-----------------------------------|
| Today's Date   |                                 |  |  |  |                                  |                                   |
| Full Name <i>(First, Middle, Last)</i>   |                                 |  |  | <input type="checkbox"/> Male                                  | <input type="checkbox"/> Female  |                                   |
| Full Address   |                                 |  |  |  |                                  |                                   |
| Phone  |                                 |  |  |  |                                  |                                   |
| E-mail   |                                 |  |  |  |                                  |                                   |
| In case of emergency, please contact   |                                 | Relationship   |  | Phone  |                                  |                                   |
| Are you over 16 years old?   | <input type="checkbox"/> Yes    | <input type="checkbox"/> No                                    | If not, what is your school grade?                               |  |                                  |                                   |
| Are you volunteering to complete court-ordered community service?  |                                 |  |  | <input type="checkbox"/> Yes                                   | <input type="checkbox"/> No      |                                   |
| If yes, please explain the offense(s) involved?  |                                 |  |  | How many hours of service do you need to complete?             |                                  |                                   |
| Please check all days when you would like to volunteer.  |                                 |  |  |  |                                  |                                   |
| <input type="checkbox"/> Sunday  | <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday                               | <input type="checkbox"/> Wednesday                               | <input type="checkbox"/> Thursday                              | <input type="checkbox"/> Friday  | <input type="checkbox"/> Saturday |
| How many hours per week would you like to volunteer?   |                                 |  |  |  |                                  |                                   |
| I would prefer to schedule my volunteer hours  |                                 | <input type="checkbox"/> Mornings<br><i>(8 a.m. – 12 p.m.)</i> | <input type="checkbox"/> Afternoons<br><i>(12 p.m. – 5 p.m.)</i> | <input type="checkbox"/> Evenings<br><i>(5 p.m. – 10 p.m.)</i> | <input type="checkbox"/> Anytime |                                   |
| References – Please provide three (3) non-family related references that the National Railroad Museum may contact:   |                                 |  |  |  |                                  |                                   |
| <b>#1</b> Name   |                                 | <b>#2</b> Name   |  | <b>#3</b> Name   |                                  |                                   |
| Address  |                                 | Address  |  | Address  |                                  |                                   |
| Phone  |                                 | Phone  |  | Phone  |                                  |                                   |
| Relationship   | Years know                      | Relationship   | Years know   | Relationship   | Years know                       |                                   |
| <b>Background Check</b> – I consent to the National Railroad Museum conducting a check on my criminal background.  |                                 |  |  | <input type="checkbox"/> Yes                                   | <input type="checkbox"/> No      |                                   |
| Signature of Volunteer or Legal Guardian   |                                 |  |  | Date   |                                  |                                   |
| <b>Volunteer Release</b> – I understand that my services are being offered to the National Railroad Museum on a voluntary basis without anticipation of financial remuneration. I shall indemnify and hold harmless the National Railroad Museum, its directors, officers and employees from and against all claims, demands, and loss of liability of any kind or nature for any possible injury incurred during volunteer service. As a volunteer, I will abide by all rules and regulations and the ethical code of the National Railroad Museum. |                                 |  |  |  |                                  |                                   |
| Signature of Volunteer   |                                 |  |  | Date   |                                  |                                   |
| Signature of Parent/Guardian <i>(if volunteer is under 18)</i>   |                                 |  |  | Date   |                                  |                                   |

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Thank you for your interest in volunteering at the National Railroad Museum.

Volunteers founded this organization in 1956. Today, over 50 years later, volunteers continue to play a vital role in the success of the Museum. We are pleased that you would like to share your time and talents to further the mission of the National Railroad Museum.

Please remember the following:

1. All National Railroad Museum volunteers are required to complete this application before beginning their experience.
2. The National Railroad Museum reserves the right to not accept any volunteer; and/or discontinue a volunteer's service at any time.
3. Volunteers are subject to a background check including personal references and criminal records. Volunteers fulfilling any court-ordered community service are required to divulge the nature of their offense(s). This information will remain confidential.
4. Volunteers fulfilling court-ordered community service may be asked to submit additional references or verification of community service requirements/restrictions via official channels.
5. Once your volunteer application is approved, we will contact you to establish a work schedule and invite you to an orientation meeting.
6. As a National Railroad Museum volunteer, you are asked to:
  - a. Conduct yourself in a professional manner while on the Museum grounds.
  - b. Be respectful of fellow volunteers, patrons and the Museum's professional staff.
  - c. Work in a safe manner, especially when operating mechanical or railroad equipment.
  - d. Complete the tasks assigned to you.
  - e. Fulfill your volunteer commitment by being on time and working all hours agreed to.
  - f. Dress appropriate for the task you will be undertaking.
  - g. Address any questions or concerns with the supervisor of the area you are working in or the education and volunteer director.

Please complete the information on the second side of this form. Thank you for your interest in the National Railroad Museum.