



For official use only:
Date Received:
Contacted:
Salesforce:
Orientation:
Appointed:
Schedule:

New Volunteer Application- Adult

A.C. Gilbert's Discovery Village relies on volunteers to enrich the experience of its visitors. A.C. Gilbert Discovery Village is committed to equal volunteer opportunity in all of its program practices. In appointing volunteers, it is important that the requirements of the position match the skills, interests and time availability of the volunteer. All information provided by this application is confidential and will not be shared with anyone outside of A.C. Gilbert's Discovery Village staff. A parent permission form must be signed and on file for volunteers under 18 years of age. The completion of a criminal and civil background check will be required for volunteers over 18 years of age. Acceptance of this application does not imply placement to a volunteer position at A.C. Gilbert Discovery Village.

Personal Information

Name _____ Date _____
 Phone: _____ Alternate Phone: (optional) _____
 E-mail _____
 Address _____
 City _____ State _____ Zip _____

How did you learn about volunteer opportunities at A.C. Gilbert's Discovery Village? _____

Volunteer Type/Duration

- Direct Service (working with children/families)
- Indirect (not working directly with children/families, but supporting the museum and members who do)
- On-site (at the museum)
- Off-site (community fairs or events)
- Ongoing
- One-time
- Short-term
- Seasonal
- Other _____

Availability

When are you available to volunteer?

Monday AM PM
 Tuesday AM PM
 Wednesday AM PM
 Thursday AM PM
 Friday AM PM
 Saturday AM PM
 Sunday AM PM

Number of hours in a month that you are available to volunteer: less than 5 5-10 10-20 20+

Qualifications/Experience

Have you volunteered at A.C. Gilbert's Discovery Village before? No Yes When? _____

Education

Select the highest degree acquired: High School/GED Associates Bachelor's Masters PhD

Name of school(s): _____



Special Skills

Describe your specialized skills, talents and interests:

Skill Level: Beginning Intermediate Expert

A) _____

B) _____

C) _____

Employment

Employer Name _____ Your Position _____

Employer Address _____ City _____ State _____ Zip _____

Emergency Contact Information

Primary Contact Person _____

Relationship _____ Phone Number _____

Do you have any allergies or medical conditions that our museum staff should be aware of?

References

Name _____ Relationship to you _____

Phone _____ Email _____

Name _____ Relationship to you _____

Phone _____ Email _____

May we have your permission to take a photo or video of you during our events or other volunteer opportunities and use it for promotional purposes? Yes No

I hereby affirm and certify that all information provided in this volunteer application is true and complete. I understand that A.C. Gilbert Discovery Village will rely upon the accuracy and truth of this information. Any Significant omissions or falsifications are basis for immediate dismissal. I understand that A.C. Gilbert will require a background check or parent permission prior to volunteer assignment.

Signature _____ Date: _____

Print Name _____

Return Completed Volunteer Applications to: A.C. Gilbert Discovery Village Volunteer Coordinator



Criminal History Background Statement

Last Name _____ Date _____

First Name _____ Full Middle Name _____

Maiden/Other Names Previously Used _____ Gender M F

Street Address _____

City, State, ZIP _____ Phone _____

Social Security Number _____ Date of Birth _____

Other states where you have resided as an adult (age 18 and older): _____

**Note: Please answer all questions on this form.
Missing or incomplete information may cause your application to be delayed or rejected.**

- 1. Have you ever been convicted of a sex-related crime? (circle one) Yes No
If yes, did the crime involve force or minors? Yes No
If yes, was the conviction in Oregon or another state? (specify state) _____
- 2. Has your record ever been expunged of a prior sex offense? Yes No
If yes, was the conviction in Oregon or another state? (specify state) _____
- 3. Have you ever been convicted of a crime involving violence or the threat of violence? Yes No
If yes, was the conviction in Oregon or another state? (specify state) _____
- 4. Have you ever had a restraining order placed against you because of violence? Yes No
If yes, was the order issued in Oregon or in another state? (specify state) _____
- 5. Have you ever been convicted of a crime involving drugs or alcoholic beverages (incl. DUII)? Yes No
If yes, was the conviction in Oregon or another state? (specify state) _____
- 6. Have you ever been convicted of any other crime except a minor traffic violation? Yes No
- 7. Have you been arrested for a crime for which there has not yet been an acquittal or dismissal? Yes No

I request and authorize the release of any and all information that is part of the public record concerning myself to A.C. Gilbert's Discovery Village for the purposes of pre-volunteer investigation, to include all entries wherein I have been mentioned as being arrested for any crime, violation, infraction or offense, any entry naming me as a suspect in any crime, violation, infraction or offense, and any entry naming me as a witness, victim, or complainant.

I, and all of my successors and heirs, hereby forever release A.C. Gilbert's Discovery Village and all of its officers and employees from any liability or damage, either direct or indirect, which may result from furnishing the requested information. I hold harmless any organization supplying the requested information from the provision or use of any information obtained regardless of whether it should be later proven to be factual or not factual.

I have the right to make a request to IntelliCorp Records, Inc, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which IntelliCorp Records, Inc has previously furnished within the two year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for dismissal.

Applicant's Signature _____ Date _____

It is understood that as a participant in the Volunteer Program, you are not an employee of A.C. Gilbert's Discovery Village. By signing this application, you agree to release A.C. Gilbert's Discovery Village from all liability in the event of an accident, injury, or illness that occurs while you are volunteering, as well as any damage, accident or injury that may be caused by you against another volunteer or a guest of A.C. Gilbert's Discovery Village.

Applicant's Signature _____ Date _____