



# Western Reserve Historical Society Volunteer Application

Welcome to the Western Reserve Historical Society's volunteer program. This application is the beginning of your experience in the program. Once you complete this application, please return it to the Volunteer Office and you will begin the process of interviewing and selection of the volunteer program that best suits your needs. If you have any questions, please do not hesitate to contact the Volunteer Director's office at: (216) 325-5303.

## Contact Information

Name \_\_\_\_\_  
Current Address \_\_\_\_\_  
City \_\_\_\_\_ State and Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Permanent Address (If different from above)  
\_\_\_\_\_ City, State, Zip \_\_\_\_\_

## Emergency Contact Information

Name \_\_\_\_\_ Phone Number (Day) \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone Number (Evening) \_\_\_\_\_

## Photography Consent Information

I acknowledge that I will be photographed by the Western Reserve Historical Society and through my signature, I consent to this action. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## General Background Information

List any colleges or universities attended, degrees, and major fields of study:

School \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

If you are a high school student, please list school you are currently attending:

School \_\_\_\_\_ Grade \_\_\_\_\_ City \_\_\_\_\_



## Experience and Skills

Please place a check mark next to skills or experience that you may have that you would like to share/utilize during your volunteer experience.

### General Areas of Experience

Academic Research  
Art History  
Aviation  
Car Maintenance/Restoration  
Carpentry  
Docent  
Painting  
Educational Program Research  
First Person Interpretation  
Fundraising  
Genealogy  
Graphic Design  
Librarianship  
Photography  
Public Relations

Public Speaking  
Research  
Secretarial  
Security  
Sewing/Weaving/Crafts  
Special Events Management  
Teaching  
Working with Small Children  
Working with Student Groups  
Writing/Editing

### Computer Skills

Databases  
Spreadsheets  
Microsoft Word  
Microsoft Access  
Microsoft Excel  
Microsoft PowerPoint  
Microsoft Publisher  
HTML  
Graphic Design  
Webpage Design  
Other (Please Specify)

### Language Skills

Foreign Language (please specify)

## Site Preferences

Volunteer Experiences at the Western Reserve Historical Society can take place at one or more of our properties. Please choose the property you would be most interested in, and then indicate the area that you would like to volunteer in at that particular property. To see detailed area volunteer information, please visit our webpage at [www.wrhs.org](http://www.wrhs.org) and click on Volunteer.

### Western Reserve Historical Society

**University Circle Complex:** 10825 East Boulevard, Cleveland, Ohio 44106, (216) 721-5722

### Housing the: (Please circle your area of preference)

Administrative Headquarters  
History Museum  
Crawford Auto Aviation Museum  
Archives Library and Genealogical Center

### Areas to Volunteer: (Please circle your area of preference)

Behind the Scenes  
Research  
Interpretation  
Docent/Interpretation  
Visitor/Customer Service  
Library  
Office  
Office Work/Reception  
Education Docent  
Museum Store  
Special Events

### Macedonia Preservation Facility: Macedonia, Ohio

#### Housing the:

Auto Restoration Program

### Hale Farm & Village: 2686 Oak Hill Road, Bath, Ohio 44210

### Areas to Volunteer: (Please circle your area of preference)

Special Events  
Interpretation  
Gardening  
Behind-the-Scenes  
Visitor Services  
Arts & Crafts Demonstrations  
Museum Store & Admissions  
Grounds Maintenance  
Office Work/Reception  
Research



## Volunteer Handbook:

Each volunteer accepted into the WRHS Volunteer Program will be issued a Volunteer Handbook. The Handbook orients you to the Historical Society as well as our policies regarding volunteerism and the WRHS. When the Handbook is received, you will be asked to sign a acknowledgement receipt.

## Privacy Notice:

All volunteer forms, background checks and application information are kept in the Volunteer Office at 10825 East Boulevard. The information you provide is not sold or shared with any persons outside of WRHS management staff. For the detailed Privacy Policy, please refer to the Volunteer Handbook.

## Background Investigations

An individual volunteering for the WRHS must undergo an investigation into his or her background as a condition of placement. The background investigation form is a part of this application.

## Availability

Start date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ End date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Total hrs and days per week you want to volunteer \_\_\_\_\_

## Background Investigation Authorization

### AUTHORIZATION TO OBTAIN CONSUMER REPORT PURSUANT TO 15 U.S.C. §1681b(b)(2)(B)

*(Required of those age 18 and older)*

I authorize The Western Reserve Historical Society to obtain a consumer report for employment purposes. I understand that an inquiry may include, but is not limited to: criminal records, motor vehicle records, credit records, address verification, social security verification, civil court records, bankruptcy records, personal or professional references, education verification, and copies of prior personnel files. An inquiry may be made as part of a pre-employment screening process as well as at any time during the course of employment. No additional notice or authorization shall be needed for future inquiries and to obtain additional consumer reports.

Use of date of birth is for identification purposes only. The Western Reserve Historical Society is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

This authorization and disclosure is pursuant to the Fair Credit Reporting Act, 15 U.S.C. §1681b(b)(2)(B).

Date: \_\_\_\_\_ Name of Authorizing Consumer: \_\_\_\_\_  
(Please Print Legibly)

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License: \_\_\_\_\_

Signature of Authorizing Consumer: \_\_\_\_\_

(All information you provide is kept by the volunteer office and is used only for the purpose of a criminal background check.)