



Volunteer Application

PERSONAL

Name _____
Last First MI Preferred Name

Address _____
No. Street City State Zip

Home Phone (____) ____ - ____ Cell Phone (____) ____ - ____

Office Phone (____) ____ - ____ Fax (____) ____ - ____

E-mail Address _____

Occupation _____ Employer _____

Are you 18 years of age or older? No Yes If no, can you obtain a work permit? No Yes

Have you ever been convicted of a felony? No Yes If a conviction has been expunged or the records sealed, answer 'no' to this question. If 'yes', please explain:

Note: A felony conviction will not automatically disqualify you from consideration for volunteer placement.

How did you learn about the Volunteer Program? _____

Expectations or reasons for volunteering at Hillwood Estate, Museum & Gardens:

VOLUNTEER & EMPLOYMENT HISTORY

List and give brief description of duties for your three most recent work and/or volunteer experiences.

1. _____

2. _____

3. _____

EDUCATION & SKILLS

Highest Education Level Attained:

- Professional School or Doctoral Level Degree Graduate Level Degree
- 4-yr College Degree Some College 2-yr College or Technical School
- Other Postsecondary High School Diploma or GED Less than High School

Special Training: List any course work, training, or experience which may be applicable (for example: computer training).

Please indicate your skills below:

- Administrative Work
- Cataloging
- Data Entry

- Editing
- Photography
- Writing

- Languages:
(including foreign languages and ASL)
- _____ Conversational Native
_____ Conversational Native
_____ Conversational Native

RELEVANT MEMBERSHIPS, AFFILIATIONS & CLUBS

You may, at your option, exclude any organization that may identify your race, religion, age, gender, national origin, handicap, veteran status, sexual orientation, or any other status protected by applicable law.

VOLUNTEER DUTIES & SCHEDULE

Please indicate the position(s) and schedule(s) for which you are applying:

- Visitor Services Volunteers** offer a gracious welcome and interpretive assistance to Museum visitors in the Visitor Center and Mansion.

Tuesday	<input type="checkbox"/> 9:30 am – 1:30 pm	<input type="checkbox"/> 1 – 5 pm	Friday	<input type="checkbox"/> 9:30 am – 1:30 pm	<input type="checkbox"/> 1 – 5 pm
Wednesday	<input type="checkbox"/> 9:30 am – 1:30 pm	<input type="checkbox"/> 1 – 5 pm	Saturday	<input type="checkbox"/> 9:30 am – 1:30 pm	<input type="checkbox"/> 1 – 5 pm
Thursday	<input type="checkbox"/> 9:30 am – 1:30 pm	<input type="checkbox"/> 1 – 5 pm	Sunday	<input type="checkbox"/> 12:30 – 5 pm	

- Museum Shop Volunteers** offer customer service in the Museum Shop and organize new merchandise.

Tuesday	<input type="checkbox"/> 9:30 am – 1:30 pm	<input type="checkbox"/> 1 – 5 pm	Friday	<input type="checkbox"/> 9:30 am – 1:30 pm	<input type="checkbox"/> 1 – 5 pm
Wednesday	<input type="checkbox"/> 9:30 am – 1:30 pm	<input type="checkbox"/> 1 – 5 pm	Saturday	<input type="checkbox"/> 9:30 am – 1:30 pm	<input type="checkbox"/> 1 – 5 pm
Thursday	<input type="checkbox"/> 9:30 am – 1:30 pm	<input type="checkbox"/> 1 – 5 pm	Sunday	<input type="checkbox"/> 12:30 – 5 pm	

- Horticultural Volunteers** assist with all phases of estate gardening.

Tuesday	<input type="checkbox"/> 8 am – 12 pm	Thursday	<input type="checkbox"/> 8 am – 12 pm	Saturday	<input type="checkbox"/> 8 am – 12 pm
Wednesday	<input type="checkbox"/> 8 am – 12 pm	Friday	<input type="checkbox"/> 8 am – 12 pm		

- Floral Design/Greenhouse/Orchid Collection Volunteers** work in the greenhouse and may assist with floral design, plant maintenance and orchid collection.

Monday	<input type="checkbox"/> 10 am – 2 pm	Thursday	<input type="checkbox"/> 10 am – 2 pm	Saturday	<input type="checkbox"/> 10 am – 2 pm
Tuesday	<input type="checkbox"/> 10 am – 2 pm	Friday	<input type="checkbox"/> 10 am – 2 pm	Sunday	<input type="checkbox"/> 10 am – 2 pm
Wednesday	<input type="checkbox"/> 10 am – 2 pm				

- Library Volunteers** work in the art research library and assist with processing, filing, and reshelving books and periodicals as well as other duties as assigned. Flexible schedule hours.

REFERENCES

Provide information for two references; individuals who can attest to your work accomplishments, abilities, and professionalism.

Name	Address	Phone	Relationship
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Name	Address	Phone	Relationship
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It is the intent of the Hillwood Museum & Gardens to provide equal opportunity to all volunteers, in all terms, privileges and conditions without regard to your race, religion, age, gender, national origin, handicap, veteran status, sexual orientation, or any other status protected by applicable law.

I certify that the information stated on this application is true and correct to best of my knowledge and belief and is made in good faith. Any false statements made by me may be used as a rejection of this application.

I hereby authorize Hillwood Estate, Museum & Gardens and/or its agents to investigate and verify my background, employment history, academic history, criminal record, and all information requested or provided in this application.

If selected as a Volunteer, I further agree to take any test that Hillwood Estate, Museum & Gardens may direct me to take to determine the presence and/or level of illegal drugs in my body. I agree to abide by the enclosed Hillwood Estate, Museum & Gardens' Drug and Alcohol policy, which I hereby acknowledge I have reviewed prior to signing below.

Signature of Applicant

Date

Thank you for taking the time to fill out this application. Once received, you will be contacted by a Volunteer Manager, and may be invited to schedule an interview and discussion about available positions (all volunteer positions require a defined commitment of your time). We look forward to meeting you and appreciate the generous offer of your time and skill.

Mail to:

Attn: Volunteer Manager
Hillwood Estate, Museum & Gardens
4155 Linnean Ave, NW
Washington DC 20008-3806

Phone: 202-686-8500
Fax: 202-966-7846
www.HillwoodMuseum.org



Drug and Alcohol Policy

Hillwood is committed to maintaining a safe, efficient, and healthy environment for all employees, volunteers, and visitors. In support of that goal, Hillwood intends to comply with federal laws prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol in the workplace.

Employees and Volunteers must report to work in fit condition. Hillwood believes that alcohol and/or drug abuse greatly affects job performance, the work environment, and confidence in the Museum. Management will take immediate action, up to and including immediate discharge, against employees or volunteers who use, distribute, or possess controlled substances while on Hillwood's premises or who violate Hillwood rules that prohibit usage of alcohol on the job or at such times prior to working hours as to impair job performance. Hillwood conducts pre-employment, for-cause, and random testing to ensure compliance with Hillwood's Drug and Alcohol-Free Workplace Policy