



Garden Docent Application

GENERAL INFORMATION

Name: _____
Last First MI Preferred Name

Address: _____
No. Street City State Zip

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

E-mail Address: _____

Preferred method of contact? ☐ Home Phone ☐ E-mail ☐ Cell Phone

Are you currently employed? ☐ No ☐ Yes If employed, indicate your occupation/employer below:

Are you 18 years of age or older? ☐ No ☐ Yes

Are you a member of Hillwood? ☐ No ☐ Yes If yes, what year did you join? _____

Are you a current volunteer with Hillwood? ☐ No Yes: ☐ Horticulture ☐ Interpretation

What languages do you speak fluently? ☐ English ☐ French ☐ Russian ☐ Other: _____

Have you ever been convicted of a crime? ☐ No ☐ Yes (You may omit minor traffic offenses, any convictions which have been sealed, expunged, or statutorily eradicated, misdemeanors for which probation was completed and the case judicially dismissed). If you answered "yes" regarding having been convicted of a crime, please explain the nature of the conviction(s) and include the jurisdiction in which the conviction(s) occurred in the space below:

Advisory: A check of the volunteer applicant's criminal history may be made by Hillwood to verify the responses to the above questions for the sole purpose of ensuring the safety and security of its staff, volunteers, visitors and the collection. No applicant will be denied volunteer service solely on the grounds of conviction of a crime. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position will be considered.

Briefly, discuss your expectations of the docent program. What do you hope to take away from your participation in the docent program? What do you expect to contribute through your involvement with the museum?

EDUCATION & TRAINING

Please tell us about your educational background. List school(s), major(s) and degrees as well as other formal and informal learning experiences that may be relevant to this program (i.e. coursework in horticulture, decorative arts, Russian/European history, curriculum delivery, etc.)

RELEVANT EXPERIENCE

Tell us about any prior experience you have as an employee or volunteer, particularly related to docenting and teaching. List organizations and/or museums, responsibilities, frequency of service, and length of commitment.

Please describe your experience working with people of various ages and cultural backgrounds.

SPECIAL SKILLS & INTERESTS

Please list special interests and skills that may be relevant to this program:

Would you be willing to help with special programs (such as festivals; many of which are on weekends) and evenings (special events)? ☐ No ☐ Yes

If you are already a Hillwood volunteer, do you wish to continue with your present volunteer role during and/or after the completion of the docent class? ☐ No ☐ Yes

AVAILABILITY

Please check the available days you can volunteer. Docents serve four, four-hour shifts per month on their regularly scheduled days. Docent lead two tours per shift. Tours last one hour.

Tuesday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	Saturday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	Sunday	<input type="checkbox"/>

Please check if you are available for Mandatory Training ☐
(January 2015 through June 2015; most Mondays from 6:00 PM – 9:00 PM)

REFERENCES

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

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

Is there anything else you would like to tell us about yourself that will help in evaluating your application for the docent program?

ACKNOWLEDGEMENT

I certify that all information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and active volunteer status terminated at any time. In consideration of my volunteer application, I agree to adhere to the policies and regulations of Hillwood Estate, Museum & Gardens, and I agree that my volunteer status can be terminated with or without cause, and with or without notice, at any time by Hillwood Estate, Museum & Gardens.

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. They may contact references, past and current employers, other organizations where I have provided volunteer service; and any other organization that may have information relevant to my application.

I release all of the above stated entities and their agents from any and all liability in connection with providing information investigating or evaluating my application.

I agree to abide by the same requirements Hillwood Estate, Museum & Gardens places on its employees under the "Prohibited Substances in the Workplace" policy appended to this application, which I acknowledge I have reviewed prior to signing below.

Signature of Applicant

Date

To Apply:

For prompt consideration, please send your completed docent application to: LLeyh@HillwoodMuseum.org noting "Garden Docent Application" in the subject line.

Hillwood Estate, Museum & Gardens
4155 Linnean Ave, NW
Washington DC 20008-3806
Phone: 202.243.3938
Fax: 202.966.1623
www.HillwoodMuseum.org

PROHIBITED SUBSTANCES IN THE WORKPLACE

Hillwood is committed to maintaining a safe, efficient, and healthy environment for all employees, volunteers, and visitors. Employees 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 organization.

In support of that goal, Hillwood intends to comply with federal laws prohibiting the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. In addition, Hillwood prohibits the possession, sale, consumption, or being under the influence of alcohol by employees while on campus, during working hours off campus, or while on Hillwood business, or in a Hillwood vehicle. However, in those circumstances where the employee is conducting business off property or engaged in a special event on property outside of normal operating hours and the consumption of an alcoholic beverage is a customary part of the activity or situation, employees are expected to do so in moderation.

Individuals who are offered employment in the Horticulture, Facilities or the Security Department are subject to pre-employment screening for illegal drug use and will be excluded from employment if evidence of an illegal substance is detected. Hillwood as a condition of employment requires all employees to submit to random drug testing and for cause drug and alcohol testing to ensure compliance with Hillwood's policy related to prohibited substances or alcohol usage in the workplace.

Hillwood will take immediate action, up to and including immediate discharge, against employees who use, distribute, or possess controlled substances while on Hillwood's premises or who violate Hillwood rules regarding the usage of alcohol on the job or at such times prior to working hours as to impair job performance.

Occasional exceptions to this policy against the consumption of alcoholic beverages may be made at Hillwood's sole discretion for small quantities reasonable under the circumstances, which may be available at employee social gatherings, official Hillwood events or sanctioned business lunches, dinners or cocktail parties. In such circumstances, employees are expected to exercise good judgment and moderation.

In no event may any underage individual consume alcohol at any Hillwood event, and all employees are expected to comply fully with all laws (including laws prohibiting the operation of motor vehicles while under the influence of alcohol), and to take safety precautions including arranging for non-impaired designated driver.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work while under the influence of such prescription or over-the-counter drugs.

If you have a problem with drugs and/or alcohol and wish to undertake rehabilitation, it is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help please avail yourself of the Employee Assistance Program or your medical care provider. No one will be discriminated against for undertaking rehabilitation.