



346 N. Neil Street, Champaign, IL 61820 217-352-5895 [www.orpheum.science.museum](http://www.orpheum.science.museum)

### Volunteer Application

Name \_\_\_\_\_ Birth month & day \_\_\_\_\_  
 Address \_\_\_\_\_ Daytime phone \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Evening phone \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Emergency contact \_\_\_\_\_ Relationship \_\_\_\_\_  
 Phone number \_\_\_\_\_

If you are under 16, please have your parents or legal guardian sign and date below:

\_\_\_\_\_ Name

\_\_\_\_\_ Date

**How did you hear about the Museum? Please describe:**

**Consult the Museum website at <http://www.m-crossroads.org/orpheum/volunteer.html> for current volunteer opportunities and indicate below which position(s) you are most interested in.**

**Scheduling:** Museum hours are from 1:00 pm to 6:00 pm Wednesday through Sunday, 9:00 am to 6:00 pm on Tuesday, and closed on Monday. Some volunteer opportunities, such as working special events, camps, weekend wizards, museum tours, or participating on our committees, may occur outside these hours. If you have any questions about the scheduling of opportunities, please contact the Volunteer Coordinator at 352-5895.

Indicate below those hours you would be available to volunteer *in a normal week*.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							

I would prefer to work an average of \_\_\_\_\_ hours in a day and \_\_\_\_\_ hours in a week.

**Please list any special training, hobbies, or interests you have. (Check all that apply.)**

art skills       teaching children       computers       research       people skills  
 grant writing       construction/maintenance       clerical       science  
 languages: \_\_\_\_\_       a willing heart       enthusiasm  
 other: \_\_\_\_\_

Please list your previous/current volunteer experiences:

\_\_\_\_\_  
\_\_\_\_\_

**School and/or Employment**

If a student, please list name of school and your year. If retired, please write *retired*.

\_\_\_\_\_

Major/field of study, if student or duties, if employed: \_\_\_\_\_

\_\_\_\_\_

May we call you at work? Yes / No

Would you like us to keep your employer abreast of your volunteer service and achievement? Yes / No

**References**

Please provide the requested information for two references. References may include a coworker, supervisor, teacher/professor, or friend.

Name \_\_\_\_\_ Daytime phone \_\_\_\_\_  
Address \_\_\_\_\_ Occupation \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Relationship \_\_\_\_\_  
Email \_\_\_\_\_

Name \_\_\_\_\_ Daytime phone \_\_\_\_\_  
Address \_\_\_\_\_ Occupation \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Relationship \_\_\_\_\_  
Email \_\_\_\_\_

Have you ever been convicted of a crime? Yes / No. If yes, please list all convictions. Criminal conviction does not bar volunteer employment, but may be considered in relation to volunteer duties.

I acknowledge that the information I have supplied is correct to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or release from volunteer service.

I understand that consideration for employment in this volunteer position may be contingent upon the results of a reference and background check. I therefore authorize the Museum to investigate all statements made on my application and to discuss the results of its investigation with those responsible for hiring. I further authorize the Museum to contact my employer(s) and any listed references or other persons who can verify information, and I give my consent for employer(s) or other persons contacted to respond to questions pertaining to information on this application. Further, I release from liability such employer(s) or other persons contacted by and providing information to the Museum.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Orpheum Children’s Science Museum is an Equal Opportunity/Affirmative Action Employer.**

OCSCM does not discriminate on the basis of age, sex, ethnicity, national origin, religion, sexual orientation or handicap.