

# Junior Docent Application Form

office use only:

Begin date: _____
Department: _____
Interviewed by: _____



Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Date: \_\_\_\_\_

Local Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_ work or cell?

E-mail address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Why do you want to volunteer? \_\_\_\_\_

Have you ever volunteered before? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Please give us a basic schedule of your schooling so we may work around it. \_\_\_\_\_

On a separate piece of paper, please give us a short bio of yourself. Include your hobbies, classes that you are currently taking, and any clubs you are involved with, in or outside of your school.

Please circle the # of days you prefer to work:

1, 2, 3, 4, 5, or 6 day(s) **per week**

(or)

1, 2, 3, 4, 5, 6, or 7 day(s) **per month**

**Preferred day(s) to work:** Tue Wed Thu Fri Sat Sun

From the list below, please mark which areas you are interested in volunteering for. Check all that apply  
*No prior experience required for any of the following fields.*

\_\_\_ Exhibits: Painting, fabrication, cleaning, tear down. (Tue-Sun) 9am-4pm

\_\_\_ Foundation office: Filing, stuffing envelopes, assisting staff, special projects.

(Tue-Sun) 9am-4pm

\_\_\_ Front desk: Admissions, cash register operation, walking/tram tours, visitor info.

(Tue-Sun) 9am-4pm

\_\_\_ Collections: Data entry, accessioning, cataloging, filing, cleaning.

(Tue-Sun) 9am-4pm

\_\_\_ Events: Co-hosting C-141 parties, set up & clean up, bartending. (Hours vary with event time.)

\_\_\_ Gift Shop: Cash register operation, stocking, customer service, daily cash drawer balance.

(Tue-Sun) 9am-4pm

\_\_\_ Museum maintenance: Care, cleaning/dusting of exhibits, tram up keep, minor repairs and grounds up keep. [Pulling weeds, etc] (Tue-Sun) 9am-4pm

\_\_\_ Restoration: Sanding, painting, polishing and cleaning aircraft, metal/upholstery work.

(Tue-Sun) 9am-4pm

- please complete the form below -

**Person(s) to notify in case of an emergency:**

Name: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Work or Cell: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Work or Cell: ( ) \_\_\_\_\_

**Volunteer Certificate**

I, \_\_\_\_\_, wishing to volunteer my services to the March Field Air Museum, located at 22550 Van Buren Blvd, Riverside, CA 92518, hereby execute this certificate to the Museum for the express purpose of stating that any and all services performed by me on behalf of the Museum are entirely voluntary and gratuitous. I specifically decline any payment or other reimbursement of any such service and will not, at any time in the future make any claim upon the Museum for any such services performed by me.

I will act, dress, and perform all duties in a professional manner. I understand that, as a volunteer, I am expected to be diplomatic in all dealings with the public. I agree to work my schedule and attend any training sessions that are required. In addition, I will give timely notice of any expected absence and inform the Volunteer Coordinator of any changes in my address and/or phone number.

I understand the requirement to comply with all aspects of the Museum Safety Program, industrial or administrative and will adhere to the program. I will wear protective clothing as required to do the task safely and will use protective equipment if required.

I further agree to hold the March Field Air Museum harmless from any damage or injury to my property or person which may result from my own negligent while engaged as a volunteer on behalf of the Museum, and to release the museum from any liability for any injury or damage to my person or property which may result from my services in this capacity.

This agreement and certificate is made on this day \_\_\_\_\_-20\_\_\_\_\_

Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ required if under the age of eighteen.