



# National Museum of the Marine Corps

## Docent / Volunteer Application



### GENERAL INFORMATION

Name: \_\_\_\_\_ Title (Circle One): Mr. Mrs. Miss Ms. Other: \_\_\_\_\_  
Last First MI

I am (check one):

\_\_\_\_\_ an Adult Volunteer (ages 18 and above)  
\_\_\_\_\_ a Jr. Volunteer (ages 16 -17; please attach Parental/Guardian release)

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Other: \_\_\_\_\_

E-mail: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Best time to reach you: \_\_\_\_\_

### PERSON TO NOTIFY IN CASE OF EMERGENCY

Emergency contact person: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W): \_\_\_\_\_ Email: \_\_\_\_\_

### YOUR BACKGROUND (if you prefer, attach a resume)

Current Occupation/Title (if applicable): \_\_\_\_\_ Employer: \_\_\_\_\_

Duties: \_\_\_\_\_

Highest Academic Certificate/Degree Earned: \_\_\_\_\_ Date: \_\_\_\_\_ Major: \_\_\_\_\_

### MILITARY BACKGROUND

Military: Branch: \_\_\_\_\_ Rank/Grade: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

\_\_\_\_\_ Active Duty \_\_\_\_\_ Former \_\_\_\_\_ Retired \_\_\_\_\_ Reserve \_\_\_\_\_ Other: \_\_\_\_\_

### TELL US MORE

Why do you want to be a National Museum of the Marine Corps volunteer? \_\_\_\_\_

\_\_\_\_\_

What is your experience dealing and working with the public? \_\_\_\_\_

\_\_\_\_\_

How did you learn about our volunteer program? \_\_\_\_\_

\_\_\_\_\_

Special skills, training, interests or hobbies: \_\_\_\_\_

\_\_\_\_\_

Previous Volunteer experience: \_\_\_\_\_

\_\_\_\_\_

Do you speak a foreign language, or know Sign Language? If so, please specify: \_\_\_\_\_

\_\_\_\_\_

Do you have any health limitations that could affect your volunteer assignment? Yes ( ) No ( ) If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

In which area(s) of the NMMC would you like to volunteer?

\_\_\_\_\_ **Docent**

(interact with the public, share USMC history, conduct tours of the museum, provide Front Desk Info services)

\_\_\_\_\_ **Administrative Volunteer**

(help with recordkeeping and other office responsibilities with the Visitor Services Department)

\_\_\_\_\_ **Behind-the-Scenes Volunteer**

(assist other departments with tasks related to their core mission; administration education, curatorial, restoration of artifacts)

Indicate with an X on the chart below any of the times you are able to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00 am – 1:00 pm							
1:00 pm – 5:00 pm							
Evening Events							

Are you available for work at the museum?: Weekly \_\_\_\_\_ Every other week \_\_\_\_\_

How many hours per shift?: \_\_\_\_\_ Per month?: \_\_\_\_\_

Emergency Contact(s):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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## REFERENCES (for applicants 18 and older only)

Please list two people other than relatives who would be willing to serve as professional references:

Name	Title	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____

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## APPLICANT CERTIFICATION

I certify that the above information is complete and true to the best of my knowledge and authorize the National Museum of the Marine Corps to contact employers and references listed above concerning my work experience. I understand that the discovery of any misrepresentation or omission of the facts in this application may be cause for my immediate dismissal. As a volunteer at the National Museum of the Marine Corps, I agree to follow all guidelines and policies set forth in the Volunteer Handbook. In addition, I consent to allow the NMMC to conduct a law enforcement background check and seek emergency medical attention in the event I am unable to give my consent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## THE NEXT STEP

Return your completed application to Visitor Services. Someone from our department will contact you to set up a time to meet with our staff to help match your skills and interests with our needs and to get you signed up for training. Thanks for your interest in the National Museum of the Marine Corps. We look forward to working with you!

Please return to:

**National Museum of the Marine Corps, Visitor Services Department**  
**18900 Jeff Davis Hwy Triangle, VA 22172**

Revised 05/02/2009

Office Use Only:

Date Rec'd: \_\_\_\_\_ Interview Sch'd: \_\_\_\_\_ Interviewer: \_\_\_\_\_ Training Sch'd: \_\_\_\_\_  
Sch'd Dept: \_\_\_\_\_ Job: \_\_\_\_\_ Shift: \_\_\_\_\_ Start: \_\_\_\_\_