



CRANBROOK  
HISTORY CENTRE

# Volunteer Application

Date: \_\_\_\_\_

## Personal Information

Full Name: \_\_\_\_\_  
*Last* *First*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *Province* *Postal Code*

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Birth Date: \_\_\_\_\_ (must be 13 years of age to volunteer)

## Emergency Contact Information

Full Name: \_\_\_\_\_  
*Last* *First*

Home Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Availability

Please indicate the day and time when you are available

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Date you are available to begin volunteering: \_\_\_\_\_

## Volunteer Information

Interests: please check the areas you are interested in volunteering (see website for job descriptions)

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Tours        | <input type="checkbox"/> Gardening        |
| <input type="checkbox"/> Maintenance  | <input type="checkbox"/> Archives         |
| <input type="checkbox"/> Paleontology | <input type="checkbox"/> Collections Care |
| <input type="checkbox"/> Events       | <input type="checkbox"/> Administration   |

Employment Experience: \_\_\_\_\_

Volunteer Experience: \_\_\_\_\_

Why are you interested in volunteering with the Cranbrook History Centre? \_\_\_\_\_

Summarize any other special skills and qualifications you believe we should know about:

### References

Please provide the name and telephone number of two-character references.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Criminal Records Check

Are you prepared to have a criminal record check conducted if your position requires you to be alone with children/youth/seniors or handle sensitive information? (Individuals under 19 must have the criminal record check request form signed by a legal guardian).

Yes

No

### Agreement and Signature

I, \_\_\_\_\_, authorize the Cranbrook History Centre to collect personal information appropriate to the opportunities applied for concerning my academic background and employment history, and to verify the character references I have supplied. This information is collected by the Cranbrook History Centre under Section 26(d) of the Freedom of Information and Protection of Privacy Act and will be used to process and manage your Volunteer Application. Should you have any questions about the collection of this personal information please contact the Cranbrook History Centre: 250-489-3918 or [office@cranbrookhistorycentre.com](mailto:office@cranbrookhistorycentre.com).

Name: (printed): \_\_\_\_\_

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

#### Legal Guardian Consent (Required for volunteers under 19)

Guardian Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your interest in volunteering at the Cranbrook History Centre. Please email your completed form to: [office@cranbrookhistorycentre.com](mailto:office@cranbrookhistorycentre.com), or drop it off in person at: Cranbrook History Centre, 57 Van Horne Street S., PO Box 400, Cranbrook BC, V1C 4H9.**

#### For Office Use Only

Interview Date: \_\_\_\_\_

Reference Check: \_\_\_\_\_

Read and Signed Volunteer Policy: \_\_\_\_\_

Criminal Record Check Complete: \_\_\_\_\_

Orientation: \_\_\_\_\_

Placement: \_\_\_\_\_