



# Neville Public Museum Of Brown County

210 Museum Place • Green Bay, WI 54303-2780

PHONE: (920) 448-4460 • FAX: (920) 448-4458

<b>VOLUNTEER APPLICATION</b>		
<i>Name</i>	<i>Date</i>	
<i>Address</i>	<i>Are you a high school student? Y or N</i>	
<i>City/State</i>	<i>Zip Code</i>	
<i>Phone</i>	<i>E-mail</i>	<i>Date of Birth</i>
<i>Education</i>		
<i>Career Experience</i>		
<i>Volunteer Experience</i>		
<i>Please list your interest/skills</i>		

**The following is a list of Volunteer Positions. Please check those which interest you.**

1.		Docent – Tour guide for groups
2.		Collections Assistant – Cataloging, typing, filing, research, and special projects
3.		Handy Man – Basic carpentry, painting, lifting, exhibit set up and teardown
4.		Curator's Assistant/Intern – Art, History, Science or Exhibits. Assist with special projects under curator's supervision
5.		Gift Shop – Salesperson, ½ day shift
6.		Mailings – Help with stuffing envelopes, labeling and sorting the various bulk mailings
7.		Hospitality – Help with exhibit openings, receptions, and special events. These events are usually held evenings & weekends.

I am  I am not  interested in working with the public.

<b><i>When are you generally available to work? (Please indicate days and times)</i></b>													
Mon		Tue		Wed		Thur.		Fri		Sat		Sun	
am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
<b><i>Please give your reasons for wanting to volunteer at the Neville Public Museum</i></b>													

***Are you a Museum Corporation Member?***     Yes    No   

I hereby apply for volunteer work at the Neville Public Museum of Brown County. I understand that I will be expected to abide by all Museum regulations, ethics, and security policies.

Applicant's Signature \_\_\_\_\_

**Application procedure**

If you are a High School student, or under the age of 18, please complete and return the volunteer application.

Anyone over the age of 18, please complete and return the volunteer application and a personal records check form.  
(See attached sheet.)

# NEVILLE PUBLIC MUSEUM OF BROWN COUNTY RECORD CHECK

*To be completed by persons 18 years of age and over who would like to volunteer at the museum*

Police check release

Having made application with the Neville Public Museum of Brown County and desiring it to be informed as to my previous record and character, I hereby authorize the Museum to investigate my past record and character, whether this information is of public record or not. I hereby authorize the Green Bay, Wisconsin, Police Department and any other police departments listed below to check all of my records and complete this form to be returned to the Neville Public Museum of Brown County. Further, I hereby release my past and present employers, references, law enforcement representatives and all persons whom-so-ever from any damage caused by furnishing said information.

Please Print or Type (Following to be completed by applicant)

<b>Full Given Name</b>			
First	Middle (Not initial)	Last	Maiden
<b>Address</b>			
Number/Street	City, Town, Village	Zip Code	Telephone
<b>Date of Birth</b>		<b>Social Security Number</b>	
<b>Driver License Number</b>			
List <u>all convictions</u> in the space provided below. Include ordinance and criminal offenses, etc. Be sure to state date and location of offense. Use reverse side if more space is needed. (Please include traffic violations.)			
Police Department in the town/village/city of <i>(list location at which you last resided for period of not less than 2 years)</i>			

I understand that falsification of this application is reason for rejection.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Museum Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>To be completed by Police Department</i>	<input checked="" type="checkbox"/> One
The information in this application is consistent with police records	<input type="checkbox"/>
The information in this application is <b>not</b> consistent with police records	<input type="checkbox"/>
If possible, please explain:	
Police Department Representative's Signature _____	Date _____
<b>Return to:</b> Neville Public Museum of Brown County 210 Museum Place •Green Bay, WI 54303	