

Neville Public Museum of Brown County

210 Museum Place • Green Bay, WI 54303-2780

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

VOLUNTEER APPLICATION		
Name		Date
Address		Are you at least 18 years of age? Y or N
City/State		Zip Code
Phone	E-mail	Are you a student? Y or N Name of school _____
Education		
Career Experience		
Volunteer Experience		
Please list your interest/skills		

When are you generally available to work? (Please indicate days and times)													
Mon		Tue		Wed		Thur.		Fri		Sat		Sun	
am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Why are you interested in volunteering at the Neville Public Museum?													

Are you a Friend/Member of the Neville Public Museum Foundation?

Yes

No



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

1.	Education and Events – Help with guided tours and groups; work with visitors to bring exhibits to life and assist with programs and events; Tours are usually weekday mornings or afternoons; shifts are approximately 2 hours
2.	Gardener – Weeding, general care and maintenance of the Museum’s front garden beds
3.	Handy Person – Basic carpentry, painting, lifting, exhibit set up and teardown
4.	Collections Assistant – Data entry, filing, scanning, digital photography, artifact handling, cleaning, research, and special projects
5.	Curator's Assistant/Intern – Art, History, Science or Exhibits; Assist with special projects under curator's supervision
6.	Gift Shop – Salesperson, ½ day shift
7.	Marketing – Distribution of Posters, Rack Cards, etc.
8.	Hospitality – Help with exhibit openings, receptions, and special events; Events are usually held evenings & weekends
9.	Holidays – Portray Bruce the Spruce, November and December only
10.	Holidays – Work in the Children Only Shop, November and December only

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

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.)

BACKGROUND INFORMATION DISCLOSURE (BID)

Providing your social security number (SSN) is voluntary; not providing it could result in an information processing delay. Personal information you provide may be used for secondary purposes [Privacy Law, Wis. Stat. §15.04(1)(m)].

PLEASE PRINT OR TYPE YOUR ANSWERS. ATTACH ADDITIONAL PAGES IF NEEDED.

Check the box that applies to you.

Current or Prospective Employee / Contractor

Other – Specify:

Volunteer

Name – (First and Middle)	Name – (Last)	Position Title (If applicable)			
Any Other Names By Which You Have Been Known (Including Maiden Name)				Birth Date	Gender (M / F)
Race <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Unknown <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> White				Social Security Number(s)	
Home Address			City	State	Zip Code
Name and address of Potential Employer, licensing Agency, Certifying Agency, or the child care center at which you reside or will reside..					

SECTION A – ACTS, CRIMES, AND OFFENSES THAT MAY ACT AS A BAR OR RESTRICTION	YES	NO
1. Do you have any criminal charges pending against you or were you ever convicted of any crime anywhere, including in federal, state, county, local, military, and tribal courts? Have you ever been convicted of another offense such as a municipal ordinance violation or a civil offense under a local ordinance? ➤ If Yes , list each pending charge or conviction, when it occurred, the date or arrest and conviction if applicable, and the city and state where the court is located. You may be asked to supply additional information including certified copy of the judgment of conviction, a copy of the criminal complaint or any other relevant court or police documents.	<input type="checkbox"/>	<input type="checkbox"/>
2. Were you ever adjudicated delinquent by a court of law, including tribal court, on or after your 12 th birthday and before your 18 th birthday, for a crime or other offense such as a municipal ordinance violation or a civil offense under a local ordinance? ➤ If Yes , list each crime or offense, when and where it happened, and the location of the court (city and state). You may be asked to supply additional information including a certified copy of the delinquency petition, the delinquency adjudication, or any other relevant court or police documents.	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you currently under community supervision by a state, federal or tribal agency (i.e. probation, extended supervision or parole)? ➤ If Yes , provide the name, address and phone number of the agency.	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you currently, or have you ever been, required to be registered on a state, tribal or national sex offender registry? ➤ If Yes , explain, including the location, reason for registration and length of time required to be registered.	<input type="checkbox"/>	<input type="checkbox"/>

Last Name –

SECTION A – ACTS, CRIMES, AND OFFENSES THAT MAY ACT AS A BAR OR RESTRICTION	YES	NO
5. Are you currently the subject of a child abuse or neglect investigation by a government or regulatory agency? ➤ If Yes , explain and provide the name of the agency conducting the investigation.	<input type="checkbox"/>	<input type="checkbox"/>
6. Has any government or regulatory agency (other than the police) ever found that you abused or neglected a child? ➤ If Yes , explain, including when and where it happened and the name of the agency that made the finding.	<input type="checkbox"/>	<input type="checkbox"/>
7. Has any government or regulatory agency (other than the police) ever found that you abused or neglected any person or client? ➤ If Yes , explain, including when and where it happened.	<input type="checkbox"/>	<input type="checkbox"/>
8. Has any government or regulatory agency (other than the police) ever found that you misappropriated (improperly took or used) the property of a person or client? ➤ If Yes , explain, including when and where it happened.	<input type="checkbox"/>	<input type="checkbox"/>
9. Has any government or regulatory agency (other than the police) ever found that you abused an elderly person? ➤ If Yes , explain, including when and where it happened.	<input type="checkbox"/>	<input type="checkbox"/>
SECTION B – OTHER REQUIRED INFORMATION	YES	NO
1. Have you been discharged from a branch of the U.S. Armed Forces, including any reserve component? ➤ If yes, indicate the year of discharge: _____ ➤ Attach a copy of your DD214 if you were discharged within the last 3 years.	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you resided outside of Wisconsin in the last 5 years? ➤ If Yes , list each state and the dates you lived there.	<input type="checkbox"/>	<input type="checkbox"/>

A “NO” answer to all questions does not guarantee employment, residency, a contract, or regulatory approval.

I understand, under penalty of law that the information provided above is truthful and accurate to the best of my knowledge. I understand that knowingly providing false information or omitting information may result in a forfeiture and other sanctions as provided by law.

SIGNATURE	Date Signed
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