



Volunteer Application

Personal Information

Name: _____ Date: _____ Birth Date: _____
Address: _____ City/State/ZIP: _____
Home Phone: _____ Work Phone: _____
Cell/ Pager: _____ E-mail: _____
(Winter Residents Only) Months in Arizona: _____ to: _____
Summer Address: _____ City/State/ZIP: _____

Please indicate what areas of the Volunteer program you are interested in:

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Support | <input type="checkbox"/> Festivals/Special Events | <input type="checkbox"/> Instructor's Aide |
| <input type="checkbox"/> Museum Admissions Attendant | <input type="checkbox"/> Museum Docent (MCA) | |
| <input type="checkbox"/> Store Assistant | <input type="checkbox"/> Tour Guide Ambassador | |
| <input type="checkbox"/> Usher | | |

Volunteer and Professional Experience

Do you currently volunteer for other departments within the City of Mesa? Yes No

If yes, please indicate which Department(s):

- Arizona Museum of Natural History Arizona Museum for Youth Parks and Recreation
 Police/Fire Library Neighborhood Services Other

Are you presently employed? Full-Time Part-Time Not Employed Retired

Describe your work/professional experience: _____

Do you have any college degrees/ certifications/ special skills? _____

Are you currently a student? Yes No If yes: Full-Time Part-Time

Do you speak any other languages? _____ Fluent Semi-Fluent Minimally Fluent

Do you have experience working with youth or the developmentally disabled?

If so, where, how and to what extent? _____

Are you able to stand or walk for long periods of time? Yes No

Do you have previous volunteer experience in the arts? Yes No

If so, where and for how long? _____

Volunteer Experience: _____

Do you have any hobbies or special interests? _____

Favorite Play: _____ Favorite Movie: _____

Favorite Place to Travel: _____ Favorite Theater: _____

Favorite Artist or Art Style: _____ Favorite Museum or Gallery: _____

What are your reasons for volunteering? _____

Other Information

References: *List two references that may be contacted. References cannot be related to you and must have known you for at least one year.*

Name: _____ Relationship: _____ Phone Number: _____

Name: _____ Relationship: _____ Phone Number: _____

Have you ever been arrested or convicted of any crime? Yes No

The City of Mesa highly values integrity; it is essential that you be honest and truthful when answering this question. The information disclosed will not necessarily bar you from further consideration.

Date: _____ Crime: _____ Location: _____

Certification of Applicant

I hereby apply for work as a volunteer with the Mesa Arts Center. I certify that all answers to the questions on this application are true, and I understand and agree that any misstatement or omission of material facts contained in this application may disqualify me for a volunteer opportunity. I hereby authorize the City of Mesa to verify the accuracy of the statements on this application, and for assignments considered safety or security sensitive, authorize the City to conduct fingerprinting for background checks through the Department of Public Safety and the Federal Bureau of Investigation. I understand that while volunteering, I will be covered by the City of Mesa Workers' Compensation policy under ARS statute 23-901.06. I understand that I will be expected to follow established policies and procedures and a mutually acceptable work schedule. I will promptly notify my supervisor if I am unable to work as scheduled.

Signature

Date

FOR OFFICE USE ONLY

Interviewer: _____

Date: _____

Placement: _____

Reason for Termination: _____

Date: _____

Mesa Arts Center Volunteer Emergency Contact Form

Applicant's Name: _____ Date: _____

Please provide the name and phone number(s) of someone not living with you in case of an emergency:

Name: _____ Relationship: _____

Phone Number 1: _____ Phone Number 2: _____

Allergies, medical conditions, or medications we should be aware of in case of an emergency: _____

How did you hear about the Volunteer Program?

- Friend or Family member Advertisement/Brochure at Mesa Arts Center MAC Website
 Volunteer Center VolunteerMatch.Org College or University City of Mesa
 Active MAC Volunteer (*Please provide name of volunteer*) _____
 Other (*Please Explain*) _____

Please return completed application to:

Volunteer Coordinator
Mesa Arts Center- MS #7710
P.O Box 1466,
Mesa, AZ 85211-1466
Fax: (480) 644-6503

Mesa Arts Center Volunteer Work Agreement Waiver

I understand that as a volunteer I will be considered a member of the team at the Mesa Arts Center and will be expected to assume the responsibilities in my job description.

I understand and agree to:

- Dress appropriately for my assigned duties, including wearing my ID badge and presenting a clean and neat appearance.
- Be reliable and punctual.
- Notify my supervisor as soon as possible if I am unable to attend.
- I understand that I must not perform major tasks outside of my written job description. I will work with the Volunteer Coordinator or site supervisor to add new duties to my position as I learn more about my assignment.
- Be a team player. I will make suggestions and ask the staff when I have questions.
- Comply with the Customer Service Standards set by the Mesa Arts Center.
- Act as a responsible representative of the City of Mesa.
- At no time will I be under the influence of illicit drugs, alcohol or other substances that may jeopardize my performance and safety and the safety of others.
- I will abide by all the policies and procedures set by the City of Mesa, and I understand that I can be terminated at any time for not complying with the set guidelines.
- I understand that some volunteer positions require a background check.
- I understand that the City of Mesa may use my photo on any website, brochure, or other promotional materials.
- Immediate termination of volunteer duties will ensue if a weapon is brought on the premises.
- Return my ID badge to the Volunteer Office upon resignation from the Program.

In return, the Mesa Arts Center agrees to:

- Provide necessary training and orientation.
- Provide adequate working conditions.
- Review volunteer performance, provide appropriate feedback, record volunteer hours, and provide letters of recommendation on request.
- Evaluate the volunteer program, solicit suggestions from volunteers as a means to correct any problems and reassign volunteers when requested and as needed.

Volunteer Name (Print) _____ Date _____

Signature _____