

**Behind-the-Scenes Volunteer Program**  
Visitor Information and Associates' Reception Center  
Smithsonian Institution

**Application:** please print or type

Name \_\_\_\_\_ Date \_\_\_\_\_  
Current address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip+4 \_\_\_\_\_ E-mail \_\_\_\_\_  
Home Phone (     ) \_\_\_\_\_ Other (Work/Cell) Phone (     ) \_\_\_\_\_  
Permanent address \_\_\_\_\_

I give permission for my name and address to be put on a general mailing list to receive any mailings from other Smithsonian departments. Yes \_\_\_\_\_ No \_\_\_\_\_

**Emergency contact:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (     ) \_\_\_\_\_

**Note:** Participants may be photographed for educational, archival, and public relations purposes for the Smithsonian and the Behind-the-Scenes Volunteer Program. Also, volunteer appointments for applicants 18 years and older will be subject to successful completion of a background investigation.

Your signature \_\_\_\_\_

♦♦ If you are under 18, please provide: Age \_\_\_\_\_ Date of birth \_\_\_\_\_  
month/day/year

Parents of minors must complete and sign a "Consent to Treatment" form. An interview is scheduled with the applicant only after the Behind-the-Scenes Volunteer office has received this completed form. Please call the Behind-the-Scenes Volunteer Program at 202-633-2987 to request this form or download it off our Web site at [www.si.edu/volunteer/parentconsent.pdf](http://www.si.edu/volunteer/parentconsent.pdf).

**Education:**

List any colleges or universities attended, degrees, and major fields of study

School \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

School \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

Other \_\_\_\_\_

**If you are a high school student, please provide:**

School \_\_\_\_\_ Grade \_\_\_\_\_ City/State \_\_\_\_\_

**Availability** (Monday-Friday, during business hours only):

Start date \_\_\_\_\_ End date \_\_\_\_\_ Total hours per week you want to volunteer \_\_\_\_\_  
month/day/year month/day/year or open

|                 |           | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|-----------|--------|---------|-----------|----------|--------|
| Preferred Hours | Morning   |        |         |           |          |        |
|                 | Afternoon |        |         |           |          |        |

**Skills:** (check all that apply)

| <b>General skills</b>      | highly skilled           | some experience          | <b>Computer skills</b>             | highly skilled           | some experience          |
|----------------------------|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|
| Academic Research          | <input type="checkbox"/> | <input type="checkbox"/> | Databases                          | <input type="checkbox"/> | <input type="checkbox"/> |
| American History           | <input type="checkbox"/> | <input type="checkbox"/> | Spreadsheets                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Anthropology               | <input type="checkbox"/> | <input type="checkbox"/> | WordPerfect™                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Art History                | <input type="checkbox"/> | <input type="checkbox"/> | Microsoft Word™                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Aviation                   | <input type="checkbox"/> | <input type="checkbox"/> | Other Word Processing              | <input type="checkbox"/> | <input type="checkbox"/> |
| Biology                    | <input type="checkbox"/> | <input type="checkbox"/> | Adobe Photoshop®                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Drawing/Painting           | <input type="checkbox"/> | <input type="checkbox"/> | Adobe Pagemaker®                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Fundraising/Special Events | <input type="checkbox"/> | <input type="checkbox"/> | HTML                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Geology                    | <input type="checkbox"/> | <input type="checkbox"/> | Programming                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic Design             | <input type="checkbox"/> | <input type="checkbox"/> | Other (please specify)             |                          |                          |
| Horticulture               | <input type="checkbox"/> | <input type="checkbox"/> | _____                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Librarianship              | <input type="checkbox"/> | <input type="checkbox"/> | _____                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Music                      | <input type="checkbox"/> | <input type="checkbox"/> |                                    |                          |                          |
| Photography                | <input type="checkbox"/> | <input type="checkbox"/> | <b>Language skills</b>             |                          |                          |
| Public Relations           | <input type="checkbox"/> | <input type="checkbox"/> | Foreign language ( please specify) |                          |                          |
| Secretarial                | <input type="checkbox"/> | <input type="checkbox"/> | _____                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Sewing/Weaving/Crafts      | <input type="checkbox"/> | <input type="checkbox"/> | _____                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Teaching                   | <input type="checkbox"/> | <input type="checkbox"/> | Sign language                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Transcription              | <input type="checkbox"/> | <input type="checkbox"/> |                                    |                          |                          |
| Writing/Editing            | <input type="checkbox"/> | <input type="checkbox"/> |                                    |                          |                          |
| Other (please specify)     |                          |                          |                                    |                          |                          |
| _____                      | <input type="checkbox"/> | <input type="checkbox"/> |                                    |                          |                          |
| _____                      | <input type="checkbox"/> | <input type="checkbox"/> |                                    |                          |                          |

**How did you hear about volunteering at the Smithsonian?**

- |  |  |
|--|--|
| <input type="checkbox"/> Smithsonian volunteer                         | <input type="checkbox"/> VolunteerMatch                          |
| <input type="checkbox"/> <i>Smithsonian Associate</i> (RAP newsletter) | <input type="checkbox"/> <i>The Washington Post</i>              |
| <input type="checkbox"/> Smithsonian staff member                      | <input type="checkbox"/> High school career development program  |
| <input type="checkbox"/> Friend/Relative                               | <input type="checkbox"/> College bulletin board/placement office |
| <input type="checkbox"/> Smithsonian Web site                          | <input type="checkbox"/> Other _____                             |

**Have you ever applied to be a Smithsonian volunteer before?**

☐ Yes   ☐ No   If yes, when? \_\_\_\_\_ Which volunteer program (VIU, BVP, docent, etc.)? \_\_\_\_\_

**What are your objectives in seeking a volunteer position at the Smithsonian?**

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## Previous Experience

### Work Experience

1. 

|                   |            |                    |                        |
|-------------------|------------|--------------------|------------------------|
| Organization      | City/State | Title of position  | Dates of position      |
| Supervisor's name |            | Supervisor's title | Supervisor's telephone |
| Duties            |            |                    |                        |
2. 

|                   |            |                    |                        |
|-------------------|------------|--------------------|------------------------|
| Organization      | City/State | Title of position  | Dates of position      |
| Supervisor's name |            | Supervisor's title | Supervisor's telephone |
| Duties            |            |                    |                        |

### Volunteer Experience

1. 

|                   |            |                    |                        |
|-------------------|------------|--------------------|------------------------|
| Organization      | City/State | Title of position  | Dates of position      |
| Supervisor's name |            | Supervisor's title | Supervisor's telephone |
| Duties            |            |                    |                        |
2. 

|                   |            |                    |                        |
|-------------------|------------|--------------------|------------------------|
| Organization      | City/State | Title of position  | Dates of position      |
| Supervisor's name |            | Supervisor's title | Supervisor's telephone |
| Duties            |            |                    |                        |

You may also submit a 2-page résumé with this application.

#### References (list two persons, not relatives, different from above)

Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_  
Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

|                        |      |          |         |           |
|------------------------|------|----------|---------|-----------|
| For office<br>use only | BTS# | Reg date | Start   | Org       |
|                        | Sup  | TK       | Entered | Term date |