



## **VOLUNTEER APPLICATION**

Submit To: Volunteer Recruitment Office

USS Midway Museum

910 N. Harbor Drive, San Diego, California 92101

Phone: 619 398 8289 Fax: 619 544 9188 Email: [volunteering@midway.org](mailto:volunteering@midway.org) Website: [www.midway.org](http://www.midway.org)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
(Current or former)

Military Service \_\_\_\_\_ Specialty \_\_\_\_\_ Rate \_\_\_\_\_ Dates in Service \_\_\_\_\_

**Education:** *(check level completed)*

High School \_\_\_\_\_ College \_\_\_\_\_ Graduate School \_\_\_\_\_ Major \_\_\_\_\_

Are you over 18? Yes \_\_\_ No \_\_\_

**Health Issues:**

Do you have any health issues or physical limitations, such as inability to climb ship's ladders?

Please describe them: \_\_\_\_\_

\_\_\_\_\_

In Case of Emergency, please notify: (list name and phone numbers)

**Background Information:**

Have you ever been convicted of any criminal offense, other than a minor traffic violation? **YES / NO**

If **YES**, please explain \_\_\_\_\_

**References:**

Please list names and phone numbers of **two** references whom we may call (business or personal, but not family members): \_\_\_\_\_

Referred by Midway Volunteer/Staff: \_\_\_\_\_

Have you visited the USS Midway Museum? YES / NO

Have you read the Volunteer Opportunities list on our website? YES / NO

If NO, please review the Opportunities list before completing this application. A copy of the list is available on [www.midway.org](http://www.midway.org), under the "VOLUNTEER" tab.

In Which Area Would You Most Like to Volunteer on USS Midway Museum?

(NOTE THAT OPEN POSITIONS VARY THROUGHOUT THE YEAR.) *List 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> choice below.*

Docent/Tour Guide _____	Safety/Security _____	Air Wing _____
Ship Restoration _____	Exhibits _____ Exhibits Preparation Historical Research Librarian	Education _____ Overnight Program Educator Teacher's Assistant Audio Tour Host
Living History/Bos'n _____		

Availability: Estimated # of hours you are available to volunteer per month \_\_\_\_\_

Which days are best for you to work? (Circle one): weekdays weekends

Skills/Experience/Interests: (You may attach a copy of your resume.)

General Maintenance _____	Welding _____	Plumbing _____	Electrical _____
Communications _____	Multi-Lingual _____	Public Speaking _____	Teaching _____
Customer Service _____	Data Entry _____	Writing Skills _____	Typing _____
Library Science _____	Carrier Experience _____	Aviation Experience _____	
CPR/First Aid _____	Account Skills _____	Acting _____	
Other: _____			

Where did you hear about the Midway Museum volunteer program? (Circle Any)

Friend      Newspaper Article      Visit to Midway      Poster      Billboard

Other (please explain): \_\_\_\_\_

I hereby affirm that my answers to the questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that could, if disclosed, affect my application unfavorably.

I understand that any false information submitted in this application may result in my discharge.

I also understand that the volunteer program is subject to government regulations.

I hereby waive my right to claim that any request or investigation is an invasion of privacy, since they are made with my consent and it is in my best interest that I be considered for a volunteer position.

I hereby acknowledge that I have read and understood the above statements.

\***Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## CODE of CONDUCT

*This Code of Conduct is intended as a general guide for conducting yourself while on duty and participating in Museum activities. A code of conduct is a set of broad-based principles that allow for diversity while also establishing clear and acceptable guidelines of conduct—conduct that is supported by the majority of those affected by the standards set forth. In addition, you should be guided by common sense and by instructions from your supervisor or department head. This Code of Conduct shall be applied in a no-discriminatory manner.*

1. Volunteers shall appear clean, neat, and appropriately attired (except for restoration assignments).
2. Volunteers shall immediately report to their supervisor upon arriving for duty.
3. Volunteers are expected to call their supervisor if they cannot report for duty as scheduled.
4. Volunteers are expected to be knowledgeable about the subjects entrusted to them.
5. Volunteers are expected to follow all safety guidelines, policies and procedures.
6. Smoking or any other tobacco use is prohibited on board the Midway.
7. Deliberate or neglectful waste, damage, or theft of museum, personal or client property is prohibited.
8. Volunteers shall treat others with respect, patience, courtesy and tact.
9. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment is prohibited.
10. Using or possessing alcohol or illegal drugs or having alcohol or illegal drugs in one's bodily system is prohibited.
11. Volunteers should refrain from intimate displays of affection.

When Children are present:

1. Volunteers should avoid being alone with a child.
2. Volunteers shall treat children with respect and consideration and treat all children equally regardless of sex, religion or culture.
3. Under no circumstances shall a volunteer release a child to anyone other than an authorized parent or guardian.

Volunteers are required to report all violations of the Code of Conduct to the Volunteer Office or the President.

I understand that any violation of this Code of Conduct may result in disciplinary action including, but not limited to, dismissal.

**PLEASE SIGN HERE:**

**I acknowledge having read this Code of Conduct.**

\*

\*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Volunteer Agreement

I, \_\_\_\_\_, do hereby agree to volunteer services to the USS Midway Museum. This will be (circle one) **A.** a regular, weekly or monthly basis, or **B.** a one-time event with my group, named \_\_\_\_\_.

I understand and agree that my services are entirely voluntary, and I will not suffer any penalty or liability for not volunteering. As long as I provide my services, I agree to abide by the policies and practices of the Museum and agree to perform duties set forth in my job description.

I understand that as a volunteer, I am not entitled to, nor do I expect to receive, any compensation for my services or a guarantee of any future employment.

As a courtesy, I agree to contact my supervisor when I am unable to show up as scheduled.

The Museum has elected to cover me as a Volunteer under California's Workman's Compensation Laws, including Workman's Compensation Insurance; and by signing this agreement I agree to be covered by such laws and insurance.

My benefits from this agreement and my services are solely personal satisfaction and enjoyment.

There will be no reimbursement for personal expense unless agreed upon in advance, in writing, with my Volunteer Supervisor. Purchase orders are mandatory. I understand volunteers are not authorized to enter into contracts or other binding agreements on behalf of Museum.

I understand that either of us may terminate this Agreement and my services at any time with or without notice and with or without any reason or cause and without penalty, liability, or compensation resulting from such termination.

**PLEASE SIGN HERE:**

\*

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Signature

Date