



Washington State Historical Society

Volunteer Application

Date of Hire _____

Update _____

Instructions:

The Washington State Historical Society offers three locations for volunteer opportunities in Tacoma and Olympia. Please indicate the site that you are interested in. Submit your signed application accompanied by a signed Washington State Patrol Request for Criminal History Information Background Check (attached.)

- I. The Washington State History Museum, 1911 Pacific Ave., Tacoma, WA 98402
- II. The Research Center, 315 No. Stadium Way, Tacoma, WA 98403
- III. The State Capital Museum, 211 West 21st Avenue, Olympia, WA 98501

Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

I. THE WASHINGTON STATE HISTORY MUSEUM

Availability

During which hours are you available for volunteer assignments?

- | | |
|---|--|
| <input type="checkbox"/> Weekday mornings 9:45-1:15 | <input type="checkbox"/> Saturday mornings 9:45-1:15 |
| <input type="checkbox"/> Weekday afternoons 1:00-5:00 | <input type="checkbox"/> Saturday afternoons 1:00-5:00 |
| <input type="checkbox"/> Thursday evenings 5:00-8:00 | <input type="checkbox"/> Sunday mornings 11:45-2:30 |
| <input type="checkbox"/> Sunday afternoons 2:15-5:00 | <input type="checkbox"/> Other |

Interests

Please indicate the positions you are interested in:

- | | |
|---|---|
| <input type="checkbox"/> Gallery Interpreter 3 rd flr | <input type="checkbox"/> Marketing/Graphics |
| <input type="checkbox"/> Gallery Interpreter 5 th flr | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> History Lab docent | <input type="checkbox"/> On-call projects |
| <input type="checkbox"/> History Lab Specialist | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Information Specialist 3 rd flr | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Information Specialist 5 th flr | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Library | |

II. THE RESEARCH CENTER

Availability

The Research Center is open from 8:00-5:00 with three-hour shifts. During which hours are you available for volunteer assignments? Please circle morning or afternoon.

- Monday morning/afternoon
- Tuesday morning/ afternoon
- Wednesday morning/afternoon
- Thursday morning/afternoon
- Friday morning/afternoon

Interests

Tell us in which areas you are interested in volunteering

<input type="checkbox"/> Cataloging artifacts	<input type="checkbox"/> Scanning Assistant
<input type="checkbox"/> Cataloging paper material	<input type="checkbox"/> Digital Projects Assistant
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Other
<input type="checkbox"/> Filing	
<input type="checkbox"/> Photocopying	
<input type="checkbox"/> Artifact labeling	

III. THE CAPITAL MUSEUM

Availability

The Capital Museum is open from 8:00-5:00

During which hours are you available for volunteer assignments? Please circle morning or afternoon.

- Monday morning/afternoon
- Tuesday morning/ afternoon
- Wednesday morning/afternoon
- Thursday morning/afternoon
- Friday morning/afternoon

Interests

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Computer Skills

Check the skills that apply

Microsoft Word

Photoshop

Excel

InDesign

Publisher

HTML

Power Point

Other

Previous Volunteer Experience

Summarize any previous volunteer experience.

Please List Two References

1. **Name**

Address

Phone

Cell Phone

Relationship

2. Name
Address
Phone
Cell Phone
Relationship

Work Restrictions or Limitations

Please list any restrictions that might affect your availability for volunteer work (i.e. vacations, work schedule, family, etc.)

Person to Notify in Case of Emergency (Must be updated annually)

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
Cell Phone	
Email address	
Relationship	

