



LAKE WALES MUSEUM & Cultural Center

325. S. Scenic Highway, Lake Wales FL 33853

VOLUNTEER APPLICATION

PERSONAL INFORMATION

Name: _____ Phone: (____) _____

Address: _____ City: _____

Zip: _____ Email: _____

What made you decide to be an intern at the Lake Wales Museum & Cultural Center?

- Friend or coworker, Advertisement, Teacher, Other: _____

EDUCATION

High School, College, Graduate School with year selection (1-4) and School/Major fields.

(Circle last year completed)

EMPLOYMENT AND VOLUNTEER HISTORY

Current Employer (if applicable): _____

Position: _____ Duties: _____

Current employment status: full time, part time, retired, unemployed, student

Have you ever volunteered? Yes, No. If so, where? _____

Title/duties there: _____

AVAILABILITY

Table with 8 columns (Available, Monday-Sunday) and 3 rows (Mornings, Afternoons, Evenings).

Available days/times for an interview is different from above: _____

EMERGENCY CONTACT

Name: _____ Day Phone: (____) _____

Relationship: _____ Cell/Evening Phone: (____) _____

VOLUNTEER INTERESTS

- Education, Front Desk, Collections, Docent (tour guide), Marketing, Maintenance, Special Events, Exhibits

Select all that best match your skills, interests, and availability:

Employer’s Responsibilities:

Volunteers shall be assigned specific duties in a general work area by the immediate supervisor. Volunteers shall have appropriate training and/or experience to perform volunteer duties in a safe manner. Volunteers will be at least (15) fifteen years of age.

Volunteer workers shall receive appropriate training and supervision. Volunteer work does not guarantee any permanent employment for the volunteer. Time worked in any volunteer position will not be credited for purposes of retirement or benefits.

The City of Lake Wales will provide work references, if requested by the volunteer, based upon the volunteer’s record of service. The City has the right to conduct background reference checks on the volunteer.

Volunteer Worker’s Responsibilities:

Volunteer worker agrees to follow rules and guidelines established by the appropriate department and understands that failure to adhere to these rules may end his/her volunteer status. Volunteer understands that there is no compensation for time worked.

I, _____ agree to hold the City of Lake Wales and its agents, officials and employees harmless from any claims by me, my family, estate, heirs or assigns arising out of my volunteer service to City of Lake Wales.

I further agree that I will hold harmless, indemnify and defend the City of Lake Wales and its agents, officials and employees from any damage to persons or property, resulting from any negligence and/or intentional acts on my part.

I assume the responsibility of mental and physical fitness to perform the work that is assigned me by the City of Lake Wales. If I do not feel that I am capable of performing the work assigned me I assume the responsibility of informing the City of that fact.

I am of lawful age and legally competent to sign this Agreement and I understand the terms and have signed this document as my own free act.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS RELEASE BY READING IT BEFORE I SIGNED IT. I REALIZE THAT BY SIGNING THIS DOCUMENT I AM GIVING UP LEGAL RIGHTS TO WHICH I MAY BE ENTITLED.

I have reviewed this agreement and understand the provisions contained herein.

Volunteer/Parent Signature

Date

Museum Director

Date