



**APPLICATION for RESEARCH VOLUNTEERS last revision 3 Nov 2015**

Date: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Preferred Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Street Address \_\_\_\_\_  
ZIP Code \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

**Education**

	Name	Location	Level Completed	Degree
High School	_____	_____	_____	_____
College or University	_____	_____	_____	_____
Graduate Study	_____	_____	_____	_____

**List your coursework in anthropology, biology, chemistry, geology, history, and physics.**

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**List titles of reports, research papers, or publications you have written.**

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**List any natural history topics that are of special interest to you.**

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**Employment**

Current Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Past Employment

Employer

Position

Years of Service

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**Emergency Contact**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Relationship \_\_\_\_\_

Special Training (CPR, Business, Trade, etc.) \_\_\_\_\_

Fluent in any foreign languages? \_\_\_\_\_

References (List three persons not related to you who know your skills and abilities)

Name

Address

Phone

Relationship

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

*Have you ever been convicted of a law violation(s), including moving traffic violations but excluding offenses committed before 18 years old, which were finally adjudicated in a Juvenile Court or under a youth offender law? (All applications may be subject to background check.)*

\_\_\_\_ Yes \_\_\_\_ No    *If "Yes" please explain.*

\_\_\_\_\_  
\_\_\_\_\_

**General Questions**

(1) Hobbies and Areas of General Interest.

\_\_\_\_\_

(2) Do you have previous volunteer experience?

\_\_\_\_\_  
\_\_\_\_\_

(3) Indicate your reasons why you want to volunteer at the Virginia Museum of Natural History.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) How did you learn about our volunteer program? (online, friends, etc.) \_\_\_\_\_

Indicate your availability. Note that staff and volunteers in research and collections typically work M-F.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

When can you start? \_\_\_\_\_

How many times would you like to volunteer per week? \_\_\_\_\_

Please indicate your experience with software and equipment. ( 1 = no experience; 5 = extensive experience)

**Software Experience**

Digital image scanner and software	1	2	3	4	5
Word	1	2	3	4	5
Excel	1	2	3	4	5
Access	1	2	3	4	5
Power Point	1	2	3	4	5
Publisher	1	2	3	4	5
Acrobat	1	2	3	4	5
Photoshop	1	2	3	4	5
Illustrator	1	2	3	4	5
InDesign	1	2	3	4	5
Paradox	1	2	3	4	5
Other relational database programs	1	2	3	4	5

Indicate Name(s) of Programs \_\_\_\_\_

Visual Rediscovery	1	2	3	4	5
Proficio	1	2	3	4	5
Other software	1	2	3	4	5

Indicate Name(s) of Software \_\_\_\_\_

**Equipment Experience**

Stereo microscope	1	2	3	4	5	
Compound microscope	1	2	3	4	5	
Dissecting tools (scalpels, probes)		1	2	3	4	5
Digital camera	1	2	3	4	5	
Calipers	1	2	3	4	5	
Scales	1	2	3	4	5	
Air scribes	1	2	3	4	5	
Transit	1	2	3	4	5	
Other equipment	1	2	3	4	5	

Indicate Name(s) of Other Equipment \_\_\_\_\_

How many years of experience with PC's? \_\_\_\_\_ Years of experience with Mac's? \_\_\_\_\_

**Rate the following (5 = excellent; 1 = not so great)**

Your handwriting	1	2	3	4	5
Your attention to detail	1	2	3	4	5
Your eye-hand coordination	1	2	3	4	5
Your manual dexterity	1	2	3	4	5
Your tolerance for tedious repetitive tasks	1	2	3	4	5

**Are you squeamish about (do you prefer to avoid) any of the following?**

Bones and skeletons	Yes	No
Dead insects	Yes	No
Dead spiders	Yes	No
Dead snakes/lizards	Yes	No
Dead mice and other rodents	Yes	No
Dead birds	Yes	No

**Indicate which area(s) you would prefer to work in.**

_____ Jim Beard, Ph.D.	Geology	jim.beard@vmnh.virginia.gov
_____ Nancy Moncrief, Ph.D.	Mammalogy	nancy.moncrief@vmnh.virginia.gov
_____ Alex Hastings, Ph.D.	Paleontology	alexander.hastings@vmnh.virginia.gov
_____ Elizabeth Moore, Ph.D.	Archaeology	elizabeth.moore@vmnh.virginia.gov
_____ Kal Ivanov, Ph.D.	Recent Invertebrates	kal.ivanov@vmnh.virginia.gov

**Indicate which (if any) volunteer position you are most interested in.** \_\_\_\_\_

If you would like to initiate work on a particular project with one of the curators, please provide her/him a summary (2 pages maximum) of your proposed project that explains the hypotheses to be tested and/or specific goals of the project. Include a list of at least 5 references from peer-reviewed literature that are related to your proposed project.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*Please fill in all of the requested information and return by fax to (276) 634-4199 or mail to:  
Volunteer Office, Virginia Museum of Natural History, 21 Starling Avenue, Martinsville, VA 24112*

*If you have any questions or comments concerning volunteering, please contact Diane Clark, Visitor Services Manager, at (276) 634-4147 or by email at [diane.clark@vmnh.virginia.gov](mailto:diane.clark@vmnh.virginia.gov).*

<b>Office Use Only</b>	
<b>Supervisor</b>	_____
<b>Assigned Duties</b>	_____