

Volunteer Application

Welcome

To the Western Reserve Historical Society's volunteer program. This application is the beginning of your experience in the volunteer program. Once you complete this application, please return it to the Volunteer Coordinator's Office and you will begin the process of interviewing and then the selection of the volunteer program that best suits your needs. If you have any questions, please do not hesitate to contact the Volunteer Coordinator's office at: (216) 721-5722 ext. 274.



Volunteer Program

10825 East Boulevard
Cleveland, Ohio 44106
(216) 721-5722 ext. 274
Fax: (216) 721-0891

Contact Information

Name _____

Phone _____

Current Address _____

Alternate Phone _____

Email _____

City _____

State and Zip _____

Permanent Address

(If different from current)

_____ City, State, Zip _____

I give permission for my name and address to be put on a general mailing list to receive mailings from the Western Reserve Historical Society. Yes _____ or No _____

Emergency Contact Information

Name _____ Phone Number (Day) _____

Relationship _____ Phone Number (Evening) _____

Photography Consent Information

Participants will be photographed for educational, archival, public relations and security purposes for the Western Reserve Historical Society and the Volunteer Program.

I acknowledge that I will be photographed by the Western Reserve Historical Society and through my signature, I consent to this action. Signature: _____ Date: _____

General Background Information

Previous Volunteer/Work Experience/Skills Related to Volunteering at WRHS

You may submit a resume with this application.

Company/Organization _____
Responsibilities in reference to the volunteer position applied for:

Company/Organization _____
Responsibilities in reference to the volunteer position applied for:

Background Investigations

An individual volunteering for the WRHS must undergo an investigation into his or her background as a condition of placement. Background Investigations are authorized by the individual and allow a representative from the WRHS Protection Services Department, the Human Resources Department to look into references, past employment history, law enforcement criminal history records, driving records, and any statements made by the individual regarding his or her background and history.

These background investigations are typically conducted prior to actual placement. However, in the unusual event that a volunteer is placed in a position before the results of the investigation have been obtained, he or she must understand that continued volunteer service is contingent upon a favorable result.

The WRHS also reserves the right to conduct a background investigation on any individual currently volunteering for the WRHS when the individual is a part of an internal investigation into a crime, a breach of duty or trust, or to verify the status of licenses or permits. Any information obtained as a result of the background investigation will be handled confidentially and disseminated only on an official need-to-know basis.

Volunteers are advised that criminal history and driving records are public information and can be obtained from municipal, county, state, and federal criminal files without prior authorization from the applicant or employee. Other information obtained may or may not require compliance with the Federal Fair Credit Reporting Act.

Any information obtained by the WRHS contrary to that provided by the applicant will be reviewed by two or more of the following individuals: Executive Director, Chief Operating Officer, Chief Financial Officer, and Human Resources Manager. Any contrary information will be discussed with the applicant prior to taking any course of action.

Availability and Site Preferences

Site Preference

Western Reserve Historical Society
 East Boulevard Complex
 Administrative Headquarters,
 Crawford Auto-Aviation Museum,
 History Museum, and
 Library/Archives
 10825 East Boulevard
 Cleveland, Ohio 44106
 (216) 721-5722

Choose which site works best for you. Place a check mark in the box of the appropriate site. (You may choose more than one.)

Hale Farm & Village
 2686 Oak Hill Road
 Bath, Ohio 44210
 (330) 666-3711

Shandy Hall
 6333 S. Ridge Road West
 Geneva, Ohio 44041
 (440) 466-3680

Macedonia Preservation Facility
 7950 Empire Parkway
 Macedonia, OH 44056
 216/721-5722 ext. 320

James A. Garfield National Historic Site
 "Lawnfield"
 8095 Mentor Avenue
 Mentor, Ohio 44060
 (440) 255-8722

Loghurst
 3967 Boardman-Canfield Road
 Canfield, Ohio 44406
 (330) 533-4330

Availability

What are your objectives in seeking a volunteer position at the Western Reserve Historical Society?

Start date _____ / _____ / _____ **End date** _____ / _____ / _____

Total hrs per week you want to volunteer _____

Preferred Hours
 (Mark all that apply)

Morning

Afternoon

Sun	Mon	Tues	Wed	Thurs	Fri	Sat