



PORTLAND MUSEUM of ART

Volunteer/Intern Application

DATE _____ STAFF MEMBER SPOKE/MET WITH _____

NAME _____

PHONE _____ ADDRESS _____

EMAIL ADDRESS _____

EVER BEEN CONVICTED OF A CRIME?: Yes No IF YES, DESCRIBE IN FULL INCLUDING DATE(S) _____

EXPERIENCE:

Receptionist Word processing Data Entry Basic Computer Literacy

Teaching PR/Marketing Admin/Clerical Customer Service/Cashier

Other (describe) _____

EDUCATION:

REFERENCES: GIVE NAMES OF THREE PERSONS/EMPLOYERS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	BUSINESS	PHONE	YEARS ACQUAINTED

AREA/DEPARTMENT VOLUNTEER WISHES TO WORK FOR:

PMA Store Front Desk/Info Learning & Interpretation Business/Accounting

Public Relations Directors Office Development/Fundraising Exhibitions/Curatorial

Other (describe): _____

LENGTH OF TIME AVAILABLE

HOURS AVAILABLE

EMERGENCY CONTACT:

NAME: _____ PHONE: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

DO NOT WRITE BELOW THIS LINE

REFERENCES CHECKED:

NOTES:

INTERVIEWED BY:

DATE:

REMARKS:

NEATNESS:

ABILITY:

HIRED: Yes No POSITION _____ DEPT. _____

BACKGROUND CHECK FORM COMPLETED START DATE _____