

**Office Use Only**

- Contacted for interview
- Interview Date
- References checked
- Acceptance of volunteer offer
- Notification of new volunteer
- Assignment –
- Day/Time –

**MBC Volunteer Application Form**

Please return this form to: Volunteer Coordinator, The Museum of Broadcast Communications, 676 North LaSalle St., Ste. 424, Chicago, IL 60654 (Fax: 312-245-8207 or [archives@museum.tv](mailto:archives@museum.tv)).

Mr.  Mrs.  Ms.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Current Career: \_\_\_\_\_ If working, please give work phone: \_\_\_\_\_

Birthday: \_\_\_\_\_

Please note that we ask that volunteers commit a minimum of 3 hours/ week. The MBC is open Monday thru Friday, from 9 a.m. to 5 p.m. and volunteer shifts are either: 10 a.m. to 1 p.m. OR 1 p.m. to 4 p.m.

Please specify exact days and times you are available to volunteer:

Monday \_\_\_\_\_  Tu \_\_\_\_\_  W \_\_\_\_\_  Th \_\_\_\_\_  F \_\_\_\_\_

Assignment Preference:  Archives – Duties include inventorying, data entry, answering phones, replying to reference requests, and screening television programs.  
 Administration/Operations – Mailings, data entry, filing, clerical administration, organizational tasks.

Skills or Licenses/ Experience/ Education: \_\_\_\_\_

If you have been convicted of a felony or misdemeanor in the past five years, please explain: \_\_\_\_\_

Notify in case of emergency (name, address, phone): \_\_\_\_\_

List Two References (name, relationship, e-mail or phone) \_\_\_\_\_

I certify that the information contained in this application is true and complete to the best of my knowledge. I acknowledge that any misrepresentation, falsification, or omission herein shall be sufficient reason for dismissal or refusal of volunteer services.

Please read above and sign: \_\_\_\_\_

Applicant Signature

Date

It is policy not to discriminate on account of race, color, sex, religion, national origin, age, disability, ancestry, sexual orientation, marital status, military discharge status, or source of income.