



# AMERICAN MUSEUM OF NATURAL HISTORY

## SWRS Volunteer Application

### PERSONAL INFORMATION

Name

<i>Last</i>	<i>First</i>	<i>Middle</i>
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Address

<i>Street</i>	<i>Apt</i>	<i>City, State</i>	<i>Zip</i>
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Home

	<i>Mobile</i>
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Work

	<i>Email (required)</i>
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Date of Birth

*(Minimum age to volunteer is 18 years.)*

### EDUCATION

Name of Educational Institution

Year Graduated

*Type of degree earned*

High School/GED

Undergraduate Degree

Post-Graduate Degree

Associates Degree

Graduate Degree

Other

*Major Degree*

*Field of Study*

*If "Other" selected enter above*

### EMPLOYMENT HISTORY

Employer

Name

	<i>Hire Date</i>
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Type of

Business

	<i>Position Held</i>
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Supervisor

Name

	<i>Phone</i>
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Supervisor

Email

	<i>End Date</i>
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### PERSONAL REFERENCES

Name

Name

Phone

	<i>Phone</i>
--	--------------

Email

Email

	<i>Relationship</i>
--	---------------------

Relationship

Relationship

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**VOLUNTEER HISTORY**

Organization \_\_\_\_\_ Position Held \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**CRIMINAL HISTORY**

Have you ever been convicted of a crime? *(Conviction will not necessarily disqualify applicant from volunteering.)*

No  Yes If yes, provide details below

**SPECIAL SKILLS/TRAINING/COMPUTER SKILLS**

Fluent in another language?  No  Yes

If yes, please specify:

Why do you want to volunteer at the Southwestern Research Station?

**AVAILABILITY**

A **minimum commitment of 6 weeks** is required; can you meet this requirement?  No  Yes

**EMERGENCY CONTACT**

Contact	Contact
Name	Name
Relationship	Relationship
Phone	Phone
Email	Email

I certify that my statements on this form are true and agree that any falsification or omission by me in connection with this application or attachments thereto shall constitute sufficient cause for termination of any volunteer/internship position resulting therefrom. I authorize the Museum to obtain information concerning me from former employers, schools, military service, and others, and I release all concerned from any liability in connection therewith.

I certify *(Application will not be accepted unless "I certify" is checked.)*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



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### **Volunteer Job Description**

Volunteers work 24 hours a week in exchange for free room and board. Volunteers perform chores necessary to the daily functioning and long-term maintenance of the facility. The main chore areas are kitchen, housekeeping, grounds and maintenance.

Volunteers are scheduled into specific work times each week. Although work takes first priority, every effort is made to adjust the schedule to ensure that volunteers have time off when needed to address their personal needs or interests.

### **Qualifications**

Volunteers are expected to be mature, responsible, dependable, and friendly individuals that are willing to pitch in and assist with whatever needs to be done.

### **Time Commitment**

Volunteer appointments are for a minimum of six weeks and a maximum of eight weeks. In the spring and fall, there are few researchers, but many nature tours and naturalists staying at the Station.

### **Travel**

Volunteers are responsible for providing their own transportation to and from the Station. There is no public transportation to the Research Station, so driving a personal vehicle is the best option.

However, if flying to Tucson it may be possible for us to coordinate a carpool or ride from a community member already traveling from Tucson that day. There is no guarantee that anyone will be available. If this is not possible, we ask that you take the greyhound bus or Amtrak to the closest stops, either Benson, AZ or Lordsburg, NM. With enough notice we can arrange for staff to meet you there and drive you the rest of the way.

International volunteers should obtain a Tourist visa.

### **Questions?**

Contact the Volunteer coordinator: 520-558-2396 [swrs@amnh.org](mailto:swrs@amnh.org)  
Southwestern Research Station, P.O. Box 16553 Portal, Arizona, 85632

## PERSONAL INFORMATION & AVAILABILITY

Gender: Male  Female  Self-identified   
(Used for room assignment)

Earliest Date Available: Latest date depart:

Preferred arrival: Preferred departure:

## MEAL PREFERENCE

Omnivore  Vegetarian  No Red Meat  Vegan

Do you have any food allergies? please describe:

## VOLUNTEER WORK

Have you interned or volunteered with us in the past? Yes  No

If yes, what year?

How did you hear about us?

Why do you want to volunteer at the SWRS?

Who/What encouraged you to apply for the volunteer program?

Do you have any special interests that you would like to pursue while volunteering at the Southwestern Research Station?

Is there any other information that might be useful in reviewing this application (career goals, interest in pursuing graduate education)?

## REFERENCES

Submit two letters of recommendation; one personal, one employer/supervisor.

Letters of recommendation are attached  or will follow .



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**IN CASE OF EMERGENCY – Because of our remote location, please:**

1. Describe any physical/medical needs you may have.
2. Any medications you take regularly.
3. If you carry an inhaler or epi-pen, please note where you keep these items

If I agree to accept a volunteer appointment at the Southwestern Research Station, I will work for 24 hours a week on assigned work chores, including kitchen, maintenance, grounds, room clean up, and other miscellaneous chores in exchange for room and board. The balance of my time is available to pursue personal endeavors. I will provide or arrange for transportation to and from the Southwestern Research Station.

Signature (may be digital):

Date: