

Volunteer Application

1375 S. Walker Road, Prescott, AZ 86303, Phone (928) 776-9550 Fax (928) 776-9530
www.highlandscenter.org



Highlands Center for Natural History

(PLEASE PRINT)

Date of Application: _____ Name: _____

Email: _____ Phone# (____) _____ First MI Cell#(____) _____

Address: _____
Number Street City State Zip Code

Are you currently employed? Yes Full-time Part-time No Other: _____

SKILLS:

Please check any categories that best describe the skills you would like to bring to the Highlands Center:

- | | | |
|--|---|---|
| <input type="checkbox"/> Written communication skills | <input type="checkbox"/> Food service experience | <input type="checkbox"/> Enjoy gardening |
| <input type="checkbox"/> Public speaking | <input type="checkbox"/> Creating and balancing a budget | <input type="checkbox"/> Building community partnerships |
| <input type="checkbox"/> Computer skills – Microsoft office | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Analyzing; thinking clearly/creatively |
| <input type="checkbox"/> Outgoing personality | <input type="checkbox"/> Working outdoors | <input type="checkbox"/> Fulfilling obligations |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Am self directed | <input type="checkbox"/> Enjoy teaching adults |
| <input type="checkbox"/> Prefer to work alone | <input type="checkbox"/> Enjoy teaching children | <input type="checkbox"/> Have knowledge of natural history |
| <input type="checkbox"/> Leadership, delegating | <input type="checkbox"/> Willingness to learn | <input type="checkbox"/> Working indoors |
| <input type="checkbox"/> Journalism | <input type="checkbox"/> Following instructions | <input type="checkbox"/> Speaking with people one on one |
| <input type="checkbox"/> Being sensitive and open to different views | <input type="checkbox"/> Working with diverse groups of people | <input type="checkbox"/> Enjoy working as a member of a team |
| <input type="checkbox"/> Physical activity; walking, hiking, physical work | <input type="checkbox"/> Representing and supporting a non-profit | <input type="checkbox"/> Physically strong, ability to lift up to 30 lbs. |
| <input type="checkbox"/> Organizational skills; focusing on details | <input type="checkbox"/> Sales experience; cash handling skills | <input type="checkbox"/> Good listening skills |
| <input type="checkbox"/> Retail display and merchandising | | |

Please note other pertinent skills and experience: _____

Hobbies: _____

What is your availability? AM PM Either Weekends Weekdays No. hrs. per week: _____

Spring/Summer Fall/Winter Monday Tuesday Wednesday Thursday Friday Saturday Sunday

How did you learn about the Center's volunteer opportunities?
 Courier Volunteer Center Television Flyer Friend Radio Station From a HCNH Event Other:

Why did you choose the Highlands Center for Natural History to volunteer? _____

What do you hope to gain from volunteering? _____

Note: Volunteers must answer the questions below:

Have you worked with children? (explain) _____

"YES" answers to the following two questions will not necessarily result in denial of volunteering. The organization will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the organization in determining your eligibility and suitability for volunteering. Attach an additional sheet if necessary.

1) Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, vacated or expunged. If you answer "YES" you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

Yes No Explanation: _____

2) Have you ever been convicted of a dangerous crime against children as defined in ARS 13-604.01?

Yes No Explanation: _____

If yes, provide details including date of conviction, court where convicted, sentence imposed and present status of conviction. _____

Do you hold a current CPR/First Aid Certificate? * Yes No Are you willing to take CPR training? Yes No
* **CPR training is required to work with the public**

Are you willing to be fingerprinted?* Yes No ***All Highlands Center volunteers must be fingerprinted. Fingerprinting will be performed at the Highlands Center. Please bring a valid photo ID and \$5.00 processing fee with you to your interview.**

Education and Training

What is/was your career, area of expertise or degree?

Career: _____

Area of expertise: _____

Degree: _____

Are you currently a student? Full-time Part-time

Will your volunteer service fill an educational requirement? Yes No If yes, please complete the following:

Name of Teacher/Professor: _____ Phone No.: (____) _____

Name of School/College/University: _____

Personal Information

Physical limitations for desired position (if any): _____

How long have you been in the Prescott area? _____

