

# VOLUNTEER APPLICATION



OKLAHOMA HERITAGE Association

GAYLORD-PICKENS Museum

1400 Classen Drive • Oklahoma City, OK 73106  
405.235.4458 • FAX 405.235.2714  
www.oklahomaheritage.com

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**REFERENCE** *(Reference may not be related to applicant; volunteer references are preferred)*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**CURRENT EMPLOYER**

Business name: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Supervisor phone number: \_\_\_\_\_

**EDUCATION** *Please list school(s) and degree(s)*

\_\_\_\_\_

**WORK EXPERIENCE**

\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER EXPERIENCE**

\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL SKILLS/HOBBIES** *Describe any relevant skills you possess that would benefit the Association and Museum.*

\_\_\_\_\_  
\_\_\_\_\_

Why are you seeking a volunteer position with the Oklahoma Heritage Association and Gaylord-Pickens Museum?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AVAILABILITY** *Please check availability.*

Tuesday \_\_\_ am \_\_\_ pm Wednesday \_\_\_ am \_\_\_ pm Thursday \_\_\_ am \_\_\_ pm Friday \_\_\_ am \_\_\_ pm Saturday \_\_\_ am \_\_\_ pm

Are you a member of the Oklahoma Heritage Association & Gaylord-Pickens Museum? \_\_\_ Yes \_\_\_ No

I verify that the information I have provided is correct, and I understand that upon receipt of this application, the Oklahoma Heritage Association and Gaylord-Pickens Museum will perform a background check.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# VOLUNTEER SKILLS & INTEREST INVENTORY

Applicant name: \_\_\_\_\_

Help us get to know you by filling out the Skills & Interest Inventory. Your answers will be used to ensure we find the best fit for you in the Heritage Keeper Program.

## **VOLUNTEER SERVICE AREAS**

Please choose at least 4 of the following volunteer categories and rank them according to which opportunities are most appealing to you, with 1 being most appealing:

- |  |  |
|--|--|
| <input type="checkbox"/> Tour guide/education          | <input type="checkbox"/> Gallery monitor     |
| <input type="checkbox"/> Museum services               | <input type="checkbox"/> Special events      |
| <input type="checkbox"/> General office/administration | <input type="checkbox"/> Community relations |
| <input type="checkbox"/> Gardening                     |  |

## **VOLUNTEER SKILLS & INTERESTS**

Read the following skills and interests. Place a check mark next to the skills that best apply to you and the interests you enjoy.

### **Arts and Crafts**

- Sewing
- Sketching/drawing
- Face painting
- Storytelling
- Projects with power tools

### **Customer Service Skills**

- Hosting/greeting
- Providing information
- Operating a cash register
- Retail/sales

### **Interpersonal skills**

- Public speaking
- Phone etiquette
- Working with children
- Working with seniors
- Working with special needs patrons

### **Computer skills**

- Data entry
- Microsoft Office
- Photoshop/graphics
- Internet research

### **Office Skills**

- Editing/proofing
- Operating copier/fax
- Filing/sorting
- Mass mailing/bulk mail

### **Work Environment**

- Work well alone
- Enjoy group work
- Have a high level of patience
- Prefer consistent tasks
- Enjoy variety of tasks



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Please return completed application to:  
1400 Classen Drive, Oklahoma City, OK 73106  
FAX 405.235.2714 • [volunteer@oklahomaheritage.com](mailto:volunteer@oklahomaheritage.com)  
Call 405.523.3231 with questions.