



## Greene County Records Center & Archives Volunteer Application

*Please print or type*

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Days/Hours: \_\_\_\_\_ Position: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Are you under 18 years of age?  Yes  No

Have you ever been convicted of a crime more serious than a minor traffic violation?  Yes  No  
 (A criminal record does not constitute an automatic bar to being accepted as a volunteer.)

If yes, please specify date, charge, place, and action taken:

**Person to contact in case of emergency:**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Volunteer Employment Information:**

I am:  Employed  Retired  Student

Current/Previous volunteer experience: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Education:**

High School  Attending College  College Graduate  Technical/Trade School

Degree(s)/Certification:

I am now studying at:

Subject/Major: \_\_\_\_\_  Full Time  Part Time

Number of hours enrolled:

*Return this Application to:*

Attn: Public Outreach Coordinator  
 Greene County Records Center & Archives  
 535 Ledbetter Rd.  
 Xenia, Ohio 45385

*Questions*

Call: (937) 562-6486  
 Email: [melissa.dalton@greencountyohio.gov](mailto:melissa.dalton@greencountyohio.gov)

Why do you wish to volunteer at the Greene County Archives?

How did you hear about volunteer work at the Archives?

Do you have previous archival experience? \_\_\_ Yes \_\_\_ No

If yes, where have you worked and in what capacity?

**Previous Volunteer Experience:**

*(Please complete in full, starting with your most recent volunteer experience.)*

<b>Organization Name</b>	<b>Dates of Service</b>	<b>Volunteer Duties</b>	<b>Supervisor Name and Phone #</b>

**Availability:**

Which days would you like to work? *(Please circle.)*

M T W TH F

What time of day would you prefer? *(Please circle.)*

Mornings

Afternoons

