



# USS John F. Kennedy Museum

P. O. Box 683 Portland, Maine 04104

## VOLUNTEER APPLICATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Military Service \_\_\_\_\_ Specialty \_\_\_\_\_ Rate \_\_\_\_\_ Service Dates \_\_\_\_\_

Education: *(check level completed)*

High School \_\_\_\_\_ College \_\_\_\_\_ Graduate School \_\_\_\_\_ Major \_\_\_\_\_

Are you over 18? Yes \_\_\_ No \_\_\_

**Health Issues:** Do you have any health issues or physical limitations, such as inability to climb ship's ladders? Please describe them:

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**In Case of Emergency, please notify: (list name and phone numbers)**

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**Background Information:** Have you ever been convicted of any criminal offense, other than a minor traffic violation? **YES / NO** If **YES**, please explain:

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**References:** Please list names and phone numbers of **two** references whom we may call (business or personal, but not family members):

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Referred by USS John F. Kennedy Museum Volunteer/Staff:

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**Have you read the benefits of [Volunteerism](#) on our website? YES / NO**

If NO, please review the volunteer opportunities page available at [www.jfk.org](http://www.jfk.org) before completing this application. Click on the **VOLUNTEER!** button in the menu bar at the bottom of any of our web pages.

**In Which Area Would You Most Like to Volunteer on USS John F. Kennedy Museum?** (NOTE: Open positions vary throughout the year.)

**PLEASE LIST 1st, 2nd & 3rd CHOICES.** And use the blank boxes for your "write-ins".

Museum	Administration	Education	Mercantile & Food Services
Aviation or Carrier Experience	Accounting	Conferences	Catering
Acquired (Loaner) Exhibits	Clerical, Phones, Customer Service	Crafts	Baker
Curator	Computing & Web	Library Science	Chef
Entertainment Film Music Art Cultural Local	Fundraising - Cold calls, Pledges, Raffles, Benefits (staff), Corporate Donations, Angel Donors, Private Donors, Silent Auctions	Educational Workshops Pre-school K-12 College Level Lectures Adult Courses	Restaurant Mgmt. & Restaurant Staff: waitpersons, hosts, food prep. specialists.
Docent Tour Guide	Marketing / Sales / Advertising	Multi-lingual	Inventory & Database
Exhibit Development, Research & Planning	Research / Grant Writing	Teaching / Assistant	Shops & Restaurant Staff
Event Planner/ Organizer	Safety & Security (CPR & First Aid)	Overnight Living History	Cleaning Services
Naval Historian	HR - Volunteer Supv.	Workshops / Outreach	
Public Relations	Phase II - Environmental		
Public Speaking	Phase III - Mooring, Towing & Dry-docking		
	Think Tank		



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**Availability: Estimated # of hours per month \_\_\_\_\_**

**Which days work best for you? (Circle them): Weekdays / Weekends / Holidays**

**Hours/week:** Full-time (40); Part-time (20-32); Occasional:  
Split shifts (7 hr.) / 6-hr blocks / 4-hour;  
Seasonal/May-Sep  
Days - Afternoons - Evenings

**Skills/Experience/Interests:** (You may attach a copy of your CV or Resumé.)

Museum	Maintenance	Computers	Military
Curator	Welding	Database Management	Retired USN
Historian	Plumbing	Hardware	Navy History
Exhibits Development	Electrical	Software	Veteran Services
Displays on Loan	Ship Restoration	Communications	Marines
Education / Outreach	Building Construction	Web / Graphics	
Promotional	Painters	Publications	
Cleaning Services			

**To File your application by mail:** finish reading, signing, and dating the forms and then mail your set of forms to:

**Volunteerism  
USS John F. Kennedy Museum  
PO Box 683  
Portland, ME 04104**

**Signatures and Dates noted via email forms will require your physical presence to sign and date these forms in front of your Volunteer Supervisor as a condition of your employment.**



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**Where did you hear about the Museum volunteer program (circle one)?**

Friend / Newspaper Article / Visit to Museum / Poster / Billboard / Internet / Other

**(If 'Other', please explain):**

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I hereby affirm that my answers to the questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that could, if disclosed, affect my application unfavorably. I understand that any false information submitted in this application may result in my discharge. I also understand that the volunteer program is subject to government regulations.

I hereby waive my right to claim that any request or investigation is an invasion of privacy, since they are made with my consent and it is in my best interest that I be considered for a volunteer position.

I hereby acknowledge that I have read and understood the above statements.

**\*Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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## CODE of CONDUCT

*This Code of Conduct is intended as a general guide for conducting yourself while on duty and participating in Museum activities. A code of conduct is a set of broad-based principles that allow for diversity while also establishing clear and acceptable guidelines of conduct—conduct that is supported by the majority of those affected by the standards set forth. In addition, you should be guided by common sense and by instructions from your supervisor or department head. This Code of Conduct shall be applied in a no-discriminatory manner.*

1. Volunteers shall appear clean, neat, and appropriately attired (except for restoration assignments).
2. Volunteers shall immediately report to their supervisor upon arriving for duty.
3. Volunteers are expected to call their supervisor if they cannot report for duty as scheduled.
4. Volunteers are expected to be knowledgeable about the subjects entrusted to them.
5. Volunteers are expected to follow all safety guidelines, policies and procedures.
6. Smoking or any other tobacco use is prohibited on board the “Kennedy”.
7. Deliberate or neglectful waste, damage, or theft of museum, personal or client property is prohibited.
8. Volunteers shall treat others with respect, patience, courtesy and tact.
9. Profanity, inappropriate jokes, sharing intimate details of one’s personal life and any kind of harassment is prohibited.
10. Using or possessing alcohol or illegal drugs or having alcohol or illegal drugs in one’s bodily system is prohibited.
11. Volunteers should refrain from intimate displays of affection.

When Children are present:

1. Volunteers should avoid being alone with a child.
2. Volunteers shall treat children with respect and consideration and treat all children equally regardless of sex, religion or culture.
3. Under no circumstances shall a volunteer release a child to anyone other than an authorized parent or guardian.

Volunteers are required to report all violations of the Code of Conduct to the Volunteer Office or the President.

I understand that any violation of this Code of Conduct may result in disciplinary action including, but not limited to, dismissal.

## PLEASE SIGN - Acknowledgment of having read the Code of Conduct.

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\_\_\_\_\_

Printed Name

\*

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



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## Volunteer Agreement

I, \_\_\_\_\_, do hereby agree to volunteer services to the USS John F. Kennedy Museum. This will be (circle one)

- A. A regular, weekly or monthly basis, or
- B. A one-time event with my group, named

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I understand and agree that my services are entirely voluntary, and I will not suffer any penalty or liability for not volunteering. As long as I provide my services, I agree to abide by the policies and practices of the Museum and agree to perform duties set forth in my job description.

I understand that as a volunteer, I am not entitled to, nor do I expect to receive, any compensation for my services or a guarantee of any future employment.

As a courtesy, I agree to contact my supervisor when I am unable to show up as scheduled.

The Museum has elected to cover me as a Volunteer under Maine's Workers' Compensation Laws, including Workers' Compensation Insurance; and by signing this agreement I agree to be covered by such laws and insurance.

My benefits from this agreement and my services are solely personal satisfaction and enjoyment.

There will be no reimbursement for personal expenses unless agreed upon in advance, in writing, with my Volunteer Supervisor. Purchase orders for time and materials are mandatory.

I understand volunteers are NOT authorized to enter into contracts or other binding agreements on behalf of the USS John F. Kennedy Museum.

I understand that either of us may terminate this Agreement and my services at any time with or without notice and with or without any reason or cause and without penalty, liability, or compensation resulting from such termination.

### PLEASE SIGN HERE:

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Signed

Dated