



DALLAS HISTORICAL SOCIETY

PO Box 150038
Dallas, TX 75315-0038

Phone: (214) 421-4500 ext. 110
Fax: (214) 421-7500
Email: info@dallashistory.org

Volunteer Application

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City: _____ ST: _____ Zip: _____

Email: _____ Are you over 18? (Y/N) U.S. Citizen? (Y / N)

Any Special Needs: _____

Occupation: _____ Employer: _____

Length of Time at Current Job: _____ Address: _____

May we contact Current Employer? (Y / N) City: _____ ST: _____ Zip: _____

Previous volunteer experience (list organization(s)) _____

What is attractive to you about volunteering for the Dallas Historical Society at the Hall of State? _____

Are you available to volunteer throughout the year? _____

If yes, what day(s)? (M T W Th F Sa Su) Mornings ___ Afternoon ___ Evenings ___

PERSONAL REFERENCES and/or Emergency Contact Information:

Name: _____ Add: _____ City _____ Zip _____

Telephone # _____ Email Address: _____

How long have you known this person? _____ May we contact them in an Emergency? (Y / N)

Name: _____ Add: _____ City _____ Zip _____

Telephone # _____ Email Address: _____

How long have you known this person? _____ May we contact them in an Emergency? (Y / N)

Name: _____ Add: _____ City _____ Zip _____

Telephone # _____ Email Address: _____

How long have you known this person? _____ May we contact them in an Emergency? (Y / N)

Have you ever been arrested or convicted of any criminal offense? (Y / N) (Exclude minor traffic violations)

If YES, please clearly explain: _____

(DL#) _____

Dallas Historical Society

Policy Statement

The Dallas Historical Society wants all (Guests, Visitors, and Patrons) who visit and attend events, exhibits and displays to have a pleasant and rewarding experience. We need volunteers to help make this possible. Thank you for your interest in volunteering with the Dallas Historical Society. For that reason please read carefully the following statement.

The Dallas Historical Society will maintain a drug and alcohol free workplace. This policy applies to all who represent the Dallas Historical Society. The manufacture, distribution, dispensation, possession, or use of controlled substances and inhalants while representing the Dallas Historical Society is prohibited.

The Dallas Historical Society is committed to providing an environment free of unlawful harassment. Examples of such behavior include, but are not limited to:

- a) Verbal conduct not conducive to a safe and worry free environment
- b) Visual conduct such that is derogatory and/or sexually-oriented
- c) Physical conduct that is threatening or demanding,
- d) Retaliation for having reported such offense

If you believe you have been subjected to any form of discrimination or harassment, then report it immediately to your supervisor and the Dallas Historical Society will investigate immediately and take corrective action. All complaints will be taken seriously by the Dallas Historical Society. Violators of this policy will be subject to immediate dismissal.

Any volunteer with the Dallas Historical Society gives permission to the Dallas Historical Society to obtain information regarding a criminal background check. It is understood that any obtained information will be used to determine eligibility to volunteer for the Dallas Historical Society. It is also understood that such a background check may be performed at any time a volunteer is representing the Dallas Historical Society.

It is understood that at any time any volunteer may be asked not to return as a volunteer. The volunteer agrees to remise, release, and forever discharge and agree to indemnify and hold the Dallas Historical Society, officers, employees and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from a disagreement about volunteer status or eligibility at the Dallas Historical Society. It is also understood that this agreement does not constitute an employment agreement with obligations by either party. It is understood that completion of this form does not guarantee status as a Dallas Historical Society Volunteer.

I have read the above statements and agree and accept the same as a condition of volunteering with the Dallas Historical Society.

Signature (required)

DHS

Date

Volunteer Form, updated 3/25/2013 SMD



Background Verification Release Form

AGENCY INFORMATION

Date	Agency Name The Dallas Historical Society		
Contact Name C. Dealey Campbell			
Agency's Main Phone Number (214) 421-4500		Agency's Fax Number (214) 421-7500	

APPLICANT INFORMATION:

Applicant Full Name (Last, First, MI)		Maiden or Other Name(s) Used		
Current Address				
City		State	Zip Code	County
Social Security Number	Date of Birth	Driver's License Number		State Issued
Position Applied For				
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Race <input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Anglo <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other		

I hereby authorize VERIFIYI and or its Service Provider to request and receive any and all background information about or concerning me, including but not limited to my Criminal History, Social Security Number Trace including a consumer report under the Fair Credit Reporting Act, 15 U.S.C 1681, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers.

The criminal history, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge VERIFIYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to VeriFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

Applicant's Signature

Date

Applicant's Printed Name

Parent/Guardian's Signature
(if under 18 years of age)