



DALLAS HISTORICAL SOCIETY

PO Box 150038  
Dallas, TX 75315-0038

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

## 2018 Volunteer Application

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell 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? \_\_\_\_\_

### **Emergency Contact Information (minimum 1 contact):**

**Name:** \_\_\_\_\_ **Add:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

**Name:** \_\_\_\_\_ **Add:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

**Name:** \_\_\_\_\_ **Add:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

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

If YES, please clearly explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Dallas Historical Society

## Policy Statement 2018

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.

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Signature (required)

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Date



## Background Verification Release Form

### AGENCY INFORMATION

Date	Agency Name The Dallas Historical Society		
Contact Name Nora Ochoa			
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				
<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>Race</b> <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 VERIFIY 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 VERIFIY 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)

# State Fair Volunteer Sign-Up

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Volunteer Name:</b> _____ <b>Volunteer Email:</b> _____ What is your preferred station? (We will do our best) _____ Do you need parking passes?    YES <input type="checkbox"/> NO <input type="checkbox"/>  Please <u>check</u> the times you would like to work.					<b>Sept. 28</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm  <b>State Fair Opens →</b>	<b>Sept. 29</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm
<b>Sept. 30</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 1</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 2</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 3</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 4</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 5</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 6</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm  Texas/OU Game
<b>Oct. 7</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 8</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm  Columbus Day	<b>Oct. 9</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 10</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 11</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 12</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 13</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm
<b>Oct. 14</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 15</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 16</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 17</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 18</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm	<b>Oct. 19</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm  <b>Closing weekend →</b>	<b>Oct. 20</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm
<b>Oct. 21</b> <input type="checkbox"/> 10am-1pm <input type="checkbox"/> 1pm-4pm <input type="checkbox"/> 4pm-7pm  <b>Fair Final Day!</b>			<div style="background-color: yellow; padding: 2px;"><b>Reminders:</b></div> <ul style="list-style-type: none"> <li>Volunteer orientation is Saturday September 15<sup>th</sup> at 10:00 am in the lecture hall of the Hall of State.</li> <li>Using <a href="http://www.SignUpGenius.com">www.SignUpGenius.com</a> will allow you to edit your schedule anytime.</li> <li>We anticipate being very busy October 6<sup>th</sup> and October 8<sup>th</sup>. For each shift you work on those days, you will receive an extra ticket for entry into the State Fair on any day, for any time.</li> </ul>			

2018