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| *PERSONAL INFORMATION* | | | | | | | | | |
|  | | | | | |  | | | |
| Full Name | | | | | | Date of Birth (MM/DD/YYYY) | | | |
|  | | | | | |  | | | |
| Email Address | | | | | | Telephone Number | | | |
|  | | | | | | | | Volunteer:  Intern: | |
| Street Address, City, State, Zip | | | | | | | |  | |
| *EDUCATION* | | | | | | | | | |
| Level | Name / Location of Institution | | | Years Attended: | | | | Diploma / GED | |
| High School |  | | |  | | | | Yes:  No: | |
|  |  | | |  | | | |
| College | Name / Location of Institution | | | Years Attended | | | | Field of Study | |
| Undergraduate |  | | |  | | | |  | |
| Graduate |  | | |  | | | |  | |
| *WORK EXPERIENCE* | | | | | | | | | |
| Position | Dates From / To | | | Employer | | | | | |
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| *VOLUNTEER EXPERIENCE* | | | | | | | | | |
| Position | Dates From / To | | | Organization | | | | | |
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|  |  | | |  | | | | | |
| *SPECIAL SKILLS (Check all that apply.)* | | | | | | | | | |
| Digitizing records using scanners  Archival work (processing, arrangement, description)  Data entry  Word processing  Excel  Access | | | | | Do you have any other skills or interests related to volunteering?  Please list them. | | | | |
| *AVAILABILITY* | | | | | | | | | |
| Days: | | Monday | Tuesday | | Wednesday | | Thursday | | Friday |
| Hours: | |  |  | |  | |  | |  |
| *REFERENCES (Please list at least two.)* | | | | | | | | | |
|  | | | | | |  | | | |
| Full Name | | | | | | Street Address, City, State, Zip | | | |
|  | | | | | |  | | | |
| Telephone Number | | | | | | Email Address | | | |
|  | | | | | |  | | | |
| Full Name | | | | | | Street Address, City, State, Zip | | | |
|  | | | | | |  | | | |
| Telephone Number | | | | | | Email Address | | | |
|  | | | | | |  | | | |
| Full Name | | | | | | Street Address, City, State, Zip | | | |
|  | | | | | |  | | | |
| Telephone Number | | | | | | Email Address | | | |

|  |  |
| --- | --- |
| Signature | Date |



Note: If you used a browser-based email application, please save and attach to an email addressed to: [Brittany.Morris@delaware.gov](mailto:Brittany.Morris@delaware.gov).

06/03/2021