



# VOLUNTEER APPLICATION

Please complete this application form if you are interested in becoming a volunteer at The Reach. Volunteers must be 18 years of age, and will need to submit a Criminal Records Check.

## PERSONAL INFORMATION

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**Name**

**Address**

**Phone**

**Cell**

**Email**

**Date of birth**

## EMERGENCY CONTACT

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**Name**

**Home phone**

**Cell phone**

**Relationship**

Do you have any medical conditions we should be aware of? (e.g. allergies requiring epi-pens or serious conditions requiring medication, etc.) No Yes (please explain)

## REFERENCES

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Please provide us with two names we may contact, preferably not family or friends.

**Name**

**Relationship**

**Telephone**

**Name**

**Relationship**

**Telephone**

## LANGUAGES

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**Spoken**

**Written**

## POSITIONS OF INTEREST TO YOU:

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- **Gallery Attendant:** Welcoming patrons and sharing basic knowledge about current and upcoming exhibitions, as well as providing security for the exhibition spaces
- **Program Assistant:** Assisting instructors and preparing projects
- **Special Events Support:** Hosting, supporting presenters, and providing security for exhibition spaces
- **Front of House Support:** Greeting and assisting visitors and reception duties
- **Exhibition Installation Assistant:** Helping to prepare the gallery space for new exhibitions, training in art handling and exhibition installation techniques

## INTERESTS

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Why are you interested in becoming a Volunteer at The Reach?

Do you have previous experience working in a Gallery setting? If so, please provide details.

## **WHERE DID YOU HEAR ABOUT THIS OPPORTUNITY?**

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- **Website**
- **Local newspaper**
- **Word of mouth**
- **Arts organization**
- **City brochure**
- **Another volunteer**
- **Other**

## **CRIMINAL RECORD CHECK**

The Reach protects the public interest in the delivery of public services. A condition of volunteering for the Gallery Attendant Program is that a satisfactory Criminal Record Check on initial volunteer placement and every five years thereafter is received. There is no charge for a Criminal Record Check for a volunteer position. We will accept a Criminal Record Check that has been done for another city of Abbotsford organization if completed within the past five years.

## **SUBMISSION OF APPLICATION**

Please submit this application, a resume, and Cover Letter (optional) by email to [chackett@thereach.ca](mailto:chackett@thereach.ca), or by mail, or drop off at The Reach (32388 Veterans Way, Abbotsford, BC) in an envelope marked:

Attn: Connie Hackett, Volunteer Coordinator

If selected, a representative of The Reach will contact you to arrange a mutually convenient time when you can come to the Gallery for an interview. While we try to place every applicant, we reserve the right to select applicants according to our needs and criteria.