



EBENEZER MAXWELL MANSION

Victorian House Museum & Garden
Volunteer Application

Thank you for your interest in volunteering at the Ebenezer Maxwell Mansion. By this application, you will provide the Mansion with a general sense of how your volunteering interests can best be applied. Please complete all sections and return this application to the Mansion at your earliest convenience.

(Please type or print clearly)
Full Name (Dr., Mr., Mrs., Ms., Miss): _____

Current Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Birth day (month & day): _____

Emergency Contacts

1st Name: _____ Relationship: _____ Phone: _____

2nd Name: _____ Relationship: _____ Phone: _____

If emergency contacts cannot be reached, the Ebenezer Maxwell Mansion reserves the right to seek medical assistance at the nearest medical facility and will be held harmless in all legal issues that may arise from this decision.

Volunteer Interests & Skills

Please select one or more areas in which you would be interested in volunteering:

- Tour Guide
- Gardening Volunteer
- Event Volunteer
- Maintenance/Preservation Volunteer
- Office/Clerical Volunteer
- Proofreading Volunteer
- Grant Writing Volunteer
- Education Volunteer
- Legal Volunteer
- Collections Volunteer
- Photography Volunteer
- Gift Shop Volunteer

How did you hear about the Mansion's Volunteer Program? _____

Why do you want to become a volunteer at the Mansion? _____

Volunteer Availability

Approximately how many hours per month would you be willing to volunteer at the Mansion? _____

How often would you like to volunteer at the Mansion (circle one) weekly/bi-weekly/monthly/during special events.

Employment & Volunteer Information

Please list current or most recent:

Employer: _____ Position: _____ Since: _____

Supervisor: _____ Telephone: _____ Retired: Yes No

Current volunteer activity: _____

Previous volunteer activity: _____

Professional and Personal References

References from family members will not be accepted. You may list a current Mansion member, staff member or volunteer for only one of your references. Please give a Reference Form to each of your listed references.

#1 Full Name (Dr., Mr., Mrs., Ms., Miss): _____ Years known: _____

Current Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Relationship: _____

#2 Full Name (Dr., Mr., Mrs., Ms., Miss): _____ Years known: _____

Current Address: _____

Home Phone: _____ Cell Phone: _____ Relationship: _____

Signatures, Confidentiality and Criminal Information

I hereby authorize a representative of the Ebenezer Maxwell Mansion to make inquiry into my professional and personal references and relevant information in the volunteer consideration process. I understand that completion of this application does not indicate whether there are any positions currently open and that it does not obligate the Ebenezer Maxwell Mansion to extend association on a volunteer basis. I understand that my volunteer file will remain confidential.

My signature at the bottom of this page constitutes that my responses are true and complete and that I have read and understood the information in this paragraph.

Name (print): _____ Date: _____

I, _____, confirm by signing this statement that I have not been convicted of a misdemeanor or felony crime or any other related conviction other than a traffic violation that may exclude me from volunteering at the Ebenezer Maxwell Mansion.

Name (signature): _____ Date: _____

It is the Ebenezer Maxwell Mansion's policy to retain, promote, terminate, and otherwise treat any and all volunteers and applicants on the basis of merit, qualification, and competence. This policy shall be applied without regard to any individual's sex, race, religion, national origin, pregnancy, age, marital status, handicap or sexual orientation.

Ebenezer Maxwell Mansion, 200 West Tulpehocken Street, Philadelphia, PA 19144 – 215-438-1861 – ebenezermaxwellmansion.org

The Ebenezer Maxwell Mansion wishes to thank Kathleen Stark for her assistance with establishing the Mansion's Volunteer Program.