Thank you for your interest in becoming a volunteer at the John F. Kennedy Presidential Library & Museum. Our volunteers play a vital role in the activities at the Library and Museum. They supplement the staff in important ways with special talents and knowledge that might not be otherwise available.

The next step in applying to become a volunteer is to complete the attached form. Many of the questions are self-explanatory. Others might need a little explanation.

**PERSONAL INFORMATION**
Please provide a phone number and an email address at which we may reach you Monday through Friday, between 9:00 am and 5:00 pm, to follow up on your application.

**WORK EXPERIENCE**
When listing your work experience, show only the last 10 years of employment. If you are retired, describe the last 10 years you worked before you retired.

**LANGUAGES**
An ability to speak and understand a foreign language most likely will be used to greet and, possibly, guide foreign visitors. You will not be expected to explain highly technical aspects of the Library’s program.

**SPECIAL SKILLS**
The information you provide will help us to identify which activities at the Library will most interest you and where you can make the greatest contribution to our program. Please mark those activities on the list with which you have experience and indicate your level of expertise. Please add any other activities in which you have experience that you think will fit into the Library’s program.

**AVAILABILITY**
Which days of the week and which hours on those days will you be available to volunteer your services?

**REFERENCES**
It is important that you provide the names of two individuals who can be contacted to discuss your qualifications for a volunteer position. They will be informed of the reason for the contact.

Please read the Paperwork Reduction Act Burden Statement and the Privacy Act Statement that follow. The Privacy Act Statement explains the circumstances under which this information may be shared with someone other than the Library staff. Be assured that any information you provide will be held in the strictest confidence and divulged to others only in compliance with the Privacy Act and the Freedom of Information Act.
**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>Name: Mr. Mrs. Ms</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>State</td>
</tr>
<tr>
<td>ZIP</td>
<td>Daytime Telephone Number</td>
</tr>
</tbody>
</table>

**EDUCATION**

<table>
<thead>
<tr>
<th>Level</th>
<th>Name and Location of Institution</th>
<th>Years Attended</th>
<th>Diploma / GED</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td>--</td>
<td>Please circle:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>College:</td>
<td>Name of Institution</td>
<td>Years Attended</td>
<td>Major Field of Study</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>

**WORK EXPERIENCE**

*(Summarize your last 10 years of employment)*

<table>
<thead>
<tr>
<th>Position</th>
<th>From -- To</th>
<th>Employer</th>
</tr>
</thead>
</table>

**PREVIOUS VOLUNTEER EXPERIENCE**

<table>
<thead>
<tr>
<th>Duties</th>
<th>From -- To</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LANGUAGES

Foreign Language

Speak and Understand
Fluently Passably Easily Passably

Can Read and Translate into and from

Special Languages:

American Sign Language No Ability Some Ability Highly Skilled
Braille No Ability Some Ability Highly Skilled

SPECIAL SKILLS

(Check all that apply.  H = Highly Skilled  S = Some Experience)

General

Skill Level: H S

Research:
Genealogy
U.S. History:
Era of Interest:
Special Events: Planning / Staging
Librarianship
Archives
Teaching
Writing / Editing
Customer Service
Public Outreach
Other (Specify)

Computer

Skill Level: H S

Databases
Microsoft Word
Other Word Processing
HTML
Excel
PowerPoint
Other (Specify)

WHEN AVAILABLE (Usual Shift is 10 a.m.-3 p.m.)

Days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours:

REFERENCES

(List two people who are not relatives who know about your abilities and knowledge)

Name

Street Address

City State

ZIP

Telephone

Name

Street Address

City State

ZIP

Telephone

SEND YOUR COMPLETED APPLICATION:

By Postal Mail to: By FAX to: By Email to:
John F. Kennedy Library & Museum 617-514-1641 katherine.gilliland@nara.gov
ATTN: Katherine Gilliland
Columbia Point
Boston, MA 02125

For questions about completing this form, please contact our Docent Coordinator at 617-514-1545.