Thank you for your interest in becoming a volunteer at the National Archives at Philadelphia. Our volunteers play a vital role in the activities at the National Archives at Philadelphia. They supplement the staff in important ways with special talents and knowledge that might not be otherwise available.

Please note that you must meet the following requirements in order to be qualified as a NARA volunteer: you must be 16 years or older and meet one of the following three requirements: (1) you must be a U.S. citizen; (2) you must be a legal resident alien [possessor of a green card]; or (3) you must be a holder of a type A1 or A2 diplomatic visa. If you do not meet these requirements, we will not be able to accept your volunteer application.

The next step in applying to become a volunteer is to complete the attached form. Your answers to the questions will enable us to see where you might best help our program and what activities would be most fulfilling to you. Many of the questions are self-explanatory. Others might need a little explanation.

Please note that a background check will be necessary, depending on the type of volunteer service you will provide and the kind of access you are granted to our facility. For further information about this step in the application process, please contact the volunteer coordinator at

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 NARA 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.

SEND YOUR COMPLETED APPLICATION:
Mail
National Archives at Philadelphia
Attn: Volunteer Coordinator
14700 Townsend Road
Philadelphia, PA 19154-109

BY FAX:
(215) 305-2052

BY EMAIL:
philadelphia.archives@nara.gov
PERSONAL INFORMATION  Please provide a phone number at which we may reach you Monday through Friday, during business hours to follow up on your application. You also may provide an email address for that purpose.

Please check if you have ☐ U.S. Citizenship ☐ a green card ☐ an A1 or A2 diplomatic visa

Name ☐ Mr. ☐ Mrs. ☐ Ms. ____________________________

Date of birth (MM/DD/YY) ____________________________

Street address, city, state, zip ____________________________

Email ____________________________

Home phone number ____________________________ Cell phone number ____________________________

EDUCATION

<table>
<thead>
<tr>
<th>Level</th>
<th>Name / Location of Institution</th>
<th>Years Attended</th>
<th>Diploma/GED</th>
</tr>
</thead>
<tbody>
<tr>
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<td>____________________________</td>
<td>_____________</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>College</td>
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</tr>
<tr>
<td>Graduate</td>
<td>____________________________</td>
<td>_____________</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

WORK EXPERIENCE

(Summarize your last 10 years of employment) 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.

Position ____________________________ From / to ____________________________ Employer ____________________________

___________________________ ____________________________ ____________________________

___________________________ ____________________________ ____________________________

___________________________ ____________________________ ____________________________

___________________________ ____________________________ ____________________________

PREVIOUS VOLUNTEER EXPERIENCE

Duties ____________________________ From / to ____________________________ Organization ____________________________

___________________________ ____________________________ ____________________________

___________________________ ____________________________ ____________________________

___________________________ ____________________________ ____________________________
VOLUNTEER SERVICE APPLICATION

SPECIAL SKILLS. Check all that apply
The information you provide will help us to identify which activities at the
will most interest you and where you can
make the greatest contribution to our program.

Are you skilled in  □ Genealogical research  □ Teaching
□ Public speaking □ Customer Service
□ Writing □ Research
□ Archival work such as holdings
maintenance, processing, or description
□ Using the computer for data entry,
word processing, presentations

Do you have any other skills
or particular interests related to
volunteering? Please list them:

LANGUAGES. An ability to speak and understand a foreign language most likely will be
used to greet and possibly guide foreign visitors. You would not be expected to explain highly
technical aspects of the
program. Reading and translating duties might
involve assisting the staff in reading and responding to foreign language correspondence or in
translating documents from the holdings of the

Foreign language(s) please list

Speak and Understand Can read and translate into and from
Fluent / Proficient Easily / Passably

Special languages:
American Sign Language  □ Highly skilled  □ Some ability
Braille  □ Highly skilled  □ Some ability

WHEN ARE YOU AVAILABLE

Days:  □ Monday  □ Tuesday  □ Wednesday  □ Thursday  □ Friday  □ Saturday  □ Sunday

Hours:  __________  __________  __________  __________  __________  __________

REFERENCES. List two people who are not relatives who know about your ability
and knowledge. It is important that you provide the names of two individuals who can
be contracted to discuss your qualifications for a volunteer position. They will be informed
of the reason for the contact.

Name __________________________  Name __________________________
Street address __________________  Street address __________________
City, state, zip __________________  City, state, zip __________________
Telephone ______________________  Telephone ______________________
Email ___________________________  Email ___________________________

Signature ________________________  Date ___________