Thank you for your interest in becoming a volunteer at the National Archives at Seattle. Our volunteers play a vital role in the activities at the National Archives at Seattle. 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.
# VOLUNTEER SERVICE APPLICATION FORM

## 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>
<td>High school</td>
<td>_____________________________</td>
<td>_______</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College</th>
<th>Years Attended</th>
<th>Field of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>___________________________</td>
<td>_______________</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>___________________________</td>
<td>_______________</td>
</tr>
<tr>
<td>Graduate</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.

<table>
<thead>
<tr>
<th>Position</th>
<th>From / to</th>
<th>Employer</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>
</tbody>
</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>
</tbody>
</table>
VOLUNTEER SERVICE APPLICATION FORM

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:

☐ 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

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________________________________________

OMB CONTROL NO. 3095-0060 • EXPIRES 02/28/2019

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION • NA FORM 6045 (10-15)