



Thank you for your interest in volunteering with the Jacksonville-Onslow Council for the Arts and/or Creative Forces. Once this application is complete and submitted, a staff member will contact you to go over additional requirements and set up times for you to attend an informational training session as well as an interview. These are mandatory BEFORE you can start volunteering. This form must be fully completed to be considered. All information provided is confidential. Please print CLEARLY.

- Are you applying for: (please check all that apply)
- General volunteer position
  - Creative Forces Open Studio (Wednesday nights only)
  - Creative Forces Guest Artist Workshops
  - Other special events



Contact Information:

First & Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Cell Phone\*: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
\*If you provided a cell phone, can we text you?  
Email: \_\_\_\_\_

Emergency contact name and phone: \_\_\_\_\_

Please fill out the sections below. Please include a resume with your application.

Education

Highest level or degree completed: \_\_\_\_\_  
Last school attended: \_\_\_\_\_  
Did you graduate? Yes/No If yes, when? \_\_\_\_\_  
What was your area of study? \_\_\_\_\_

Employment

Current/most recent job title: \_\_\_\_\_  
Current/most recent place of employment: \_\_\_\_\_

How long have you worked there? \_\_\_\_\_  
Are you still employed there? \_\_\_\_\_  
Current/most recent supervisor: \_\_\_\_\_  
May we contact your supervisor? Yes/No



Current/most recent contact information: \_\_\_\_\_

Volunteer Experience

Name of previous volunteer location: \_\_\_\_\_

How long did you volunteer there? \_\_\_\_\_

Are you still volunteering there? \_\_\_\_\_

Who was/is your supervisor? \_\_\_\_\_

May we contact your supervisor? Yes/No

Current contact information: \_\_\_\_\_

Previous volunteer responsibilities:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What is your interest in volunteering with the Jacksonville-Onslow Council for the Arts? If you are volunteering as part of community service hours, a school or work-related program, please provide that information below as well.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Skills, Interests & Experience

Please let us know about your personal, academic, and professional experience, interests and skills. This is your opportunity to tell us what you know and what you would like to gain from this volunteer position. Please place an "E" next to any topic you have experience with, an "S" next to any topic you are skilled or proficient in and an "I" next to any topics you would be interested in learning. Please use the additional space to include anything that is not listed.

- |   |                         |                  |
|---|-------------------------|------------------|
| ___ Visual Art (please specify) _____   |                         |                  |
| ___ Musical Arts (please specify) _____ |                         |                  |
| ___ Film/Videography                    | ___ Theater             | ___ Photography  |
| ___ Clerical/Data Entry                 | ___ Dance               | ___ Journalism   |
| ___ Customer Service                    | ___ Creative Writing    | ___ Drama        |
| ___ Graphic/Website Design              | ___ Retail Experience   | ___ Marketing    |
| ___ Art Instruction                     | ___ Event Set-up        | ___ Social Media |
| ___ Organizational Skills               | ___ Hanging Artwork     | ___ Non-profits  |
| ___ Grant Writing                       | ___ Fundraising         | ___ Inventory    |
| ___ Community Arts Program              | ___ Publisher           | ___ Accounting   |
| ___ Working with Military               | ___ Quickbooks          | ___ Sales        |
| ___ Working with Children               | ___ Working with Adults | ___ MS Word      |
| ___ Construction/Maintenance            |                         |                  |



Other skills and interests:

---

---

Availability (For each day, list times you would be available. If you are ONLY applying for the Creative Forces Open Studio on Wednesday nights, you may skip this section)

Monday: \_\_\_\_\_  
Tuesday: \_\_\_\_\_  
Wednesday: \_\_\_\_\_  
Thursday: \_\_\_\_\_  
Friday: \_\_\_\_\_  
Saturday: \_\_\_\_\_  
Sunday: \_\_\_\_\_

Are you interested in volunteering for special events:

Evenings      Yes/No  
Weekends      Yes/No  
Off-Site      Yes/No

### Criminal History

Certain volunteer areas may require a criminal background check. Have you ever been convicted of a crime/pled guilty to a crime other than a traffic violation?      Yes/No

If yes, please describe: \_\_\_\_\_

### Additional Information

The Jacksonville-Onslow Council Council for the Arts does not accept volunteers under the age of 16. Are you 16 years of age or older?      Yes/No

Do you speak or write in any other languages?      Yes/No (please specify)

---

---

Are you a veteran of a family member of a veteran? Yes/No

Do you have your own car? Yes/No

Some volunteer positions may require you to be able to push, pull or lift 25 lbs. Are you able to perform this task?      Yes/No



How did you hear about us?

Facebook  Friend or Family member  Media outlet  
 Arts Council Exhibit  Creative Forces/Open Studio  Arts Council Staff  
 Other: (please specify) \_\_\_\_\_

References (Please provide two references, preferably who are not related to you)

Reference 1

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
How do you know this person? \_\_\_\_\_

Reference 2

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
How do you know this person? \_\_\_\_\_

Volunteer Agreement

By submitting this form, I certify that the facts in this application are true, correct and complete to the best of my knowledge. I understand that falsified statements on this application shall be grounds for immediate dismissal. I authorize the Jacksonville-Onslow Council for the Arts to check and verify all information on this application. In order to perform our due diligence in protecting the well being and safety of those we serve, the Jacksonville-Onslow Arts Council reserves the right to perform criminal background checks on any current employee, applicant or volunteer. I fully release my listed references, employers, and the Jacksonville Council for the Arts from any liability from the verification process.

I understand that there several steps required after I submit this application, PRIOR to my being accepted as a volunteer, which may include attendance at an informational training session, completion of required online and onsite training, and an interview with staff members. I further understand that if I am applying to volunteer with the Creative Forces Open Studio I must not only complete the volunteer requirements listed above, but I am also required to complete several training assessments and visit an open studio session for observation.



The Jacksonville-Onslow Council for the Arts does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

---

Name (Print)

---

Signature

---

Date