**APPLICATION FORM: MUSEUM HOSTS**

Insert recent Passport Photo

*Submission Deadline: 30 November 2016*

Applicant Requirements:

* Be at least 16 years old (parental consent is required for 16–18 year olds)
* Have a good command of English
* Commit to a minimum of two years of service
* Be able to attend 4-hour weekend training sessions at NMS for six weeks
* Be able to volunteer with us at least eight times a year within your first two years of volunteering

**Important note:** *The training programme is organised by the National Museum of Singapore and the Museum Hosts Group. Qualified volunteer guides and staff are dedicated to commit their time for the training over 6 weekends. Applicants should thus ensure their full commitment to the programme before submitting the application forms. A minimum attendance 75% of attendance is required for the training.*

**Please fill in the necessary fields. To check the grey box, please click it twice and select “Checked”.**

**Personal Particulars**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name |  | | | NRIC/FIN |  |
| Date of Birth |  | Age at last birthday |  | Nationality |  |
| Race |  | Religion |  | Marital Status |  |
| Gender |  | Home Address |  | | |
| Mobile Number |  | Home Number |  | E-mail  Address |  |

**Highest Level of Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| GCE ‘O’ Level | GCE ‘A’ Level/ Diploma or equivalent | Bachelor | Post Graduate | Masters and Above | Others |
|  |  |  |  |  | Please Specify |

**Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Employed | Unemployed | Retired | Other |
|  |  |  | Please Specify |
| Designation |  | | |
| Company |  | | |

**Volunteering Experience**

*Please tick in the box if you do not have any volunteering experience*

|  |  |  |
| --- | --- | --- |
| Organisation | Period of Service | Role Performed |
|  |  |  |
|  |  |  |

**Language Proficiency**

*Please state fair, good or excellent*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Language | English | Mandarin | Malay | Tamil | Others  Please Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Spoken Level of Proficiency |  |  |  |  |  |
| Written Level of Proficiency |  |  |  |  |  |

**Areas of Interest and availability**

Please tick the box corresponding to your area of interest and availability to volunteer. This allows us to suggest options that suit your preferred timings and interest.

|  |  |  |
| --- | --- | --- |
| **Area of Interest** | Days Available | Timing |
| **Gallery Assistant** | Saturday  Sunday | Morning Shift  (11am–2pm)  Afternoon Shift  (2pm–5pm)  Other Timings:\_\_\_\_\_\_\_\_\_\_ |
| **Meet and Greet, Front Desk Support** | Saturday  Sunday | 12pm–3pm  Other Timings:\_\_\_\_\_\_\_\_ |
| **Pr Programme Support [Please note that dates and timings are subject to the requirements of programme organisers]** | Ad-hoc basis | Please state your preferred days of the week (i.e. Weekdays, Weekends) |
| **In In-gallery Children’s reading session** | Saturday & Sunday | Session 1: 3—3.30pm  Session 2: 3.30pm—4pm |

**Next-of-Kin (To contact in case of emergency)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Contact Number |  | Relationship |  |

**Interview and Training Schedule**

**Interview Only successful applicants will be notified**

Interview dates: 19, 20, 26 & 27 Nov 2016 (Please indicate your availability if you are not able to make it for specific dates)

Training dates: 4, 11 & 18 Feb, 4, 11 & 18 Mar 2017 (6 sessions, 2pm—6pm)

**Acknowledgement**

I understand that my application will not be accepted unless I commit to an attendance of at least 75%.

I understand that the National Museum of Singapore reserves the right to accept or decline my voluntary services, depending on the results of my application suitability, interview or training assessment. If accepted, I will abide by the Museum’s policies and rules and the ethical code for volunteers, and will seek to fulfil my roles and responsibilities to the fullest of my ability.   
I will not divulge confidential information given by Museum staff and / or volunteers. I also declare that the information I have provided is complete, true and correct in every detail.

|  |  |
| --- | --- |
| Signature | Date |

Parent/Guardian’s Signature (For applicants between 16–18 years old)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Parent/Guardian), hereby consent my child/ward, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to volunteer for the National Museum of Singapore.

|  |  |
| --- | --- |
| Signature | Date |