**National Museum of Singapore**

**APPLICATION FORM: MUSEUM HOSTS**

Insert recent Passport Photo

*Submission Deadline: 30 November 2017*

Commitment:

* Able to attend six 4-hour long training sessions on weekends at the National Museum of Singapore between May to July 2018 \*
* Able to commit to a minimum of two years of service
* Able to complete at least 12 Meet & Greet volunteer duties a year (2 hours each duty) in the first two years of joining the programme

Applicant Requirements:

* Enjoy meeting people, friendly and approachable
* Good command of English. Ability to converse in other languages or dialects will also be useful.
* At least 16 years old (parental consent required for 16–18 year olds)

**Interview and Training Period**

**Interview Only shortlisted applicants will be notified to attend**

**the interview**

Interview period: November—Early December 2017

**Training** Between May to July 2018

Only successful applicants will be informed of

confirmed training dates in Jan 2018

**Important note:** *The training programme is organised by the National Museum of Singapore and the Museum Hosts Group. Qualified volunteer guides and museum staff commit their time to conduct Museum Hosts training over 6 weekends. Applicants should thus ensure their full commitment to the programme before submitting the application form.* ***Shortlisted applicants must attend at least 75% of the training sessions to qualify to be a Museum Host.***

**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**

*Please mark an ‘X’ where applicable.*

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

**Employment**

*Please mark an ‘X’ where applicable.*

|  |  |  |  |
| --- | --- | --- | --- |
| Employed | Unemployed | Retired | Other |
| Please fill in below if you mark this: |  |  | Please Specify |
| Designation |  | | |
| Company |  | | |

**Volunteering Experience**

*Please fill in below accordingly or mark an ‘X’ if you do not have any volunteering experience. Please add rows if you have more volunteer experience to add.*

|  |  |  |
| --- | --- | --- |
| 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 |  |  |  |  |  |

**About Yourself**

*Please share with us your personal interest and why you wish to be a Museum Host.*

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**Areas of Interest and availability**

*Please mark an ‘X’ in the area* corresponding to your interest and availability. This allows us to schedule duty time slots that suit your preferred timings and interest.

|  |  |  |
| --- | --- | --- |
| **Area of Interest** | Day(s) Available  *Please circle* | Timing  *Please circle* |
| **Meet and Greet / Visitor Services Support** | Weekdays  Weekends | 12nn – 2pm  11am–1pm  1pm – 3pm  Other Timings:\_\_\_\_\_\_\_\_\_\_ |
| **Programme Support** [Dates and timings for volunteering are subject to the requirements of the programme] | Ad-hoc basis | Usually public holidays, weekends or weekday night (i.e. Singapore Night Festival). |

**Next-of-Kin (In case of emergency)**

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

**Acknowledgement**

I am able to fulfil the requirements of the Museum Host programme and its commitments.

I understand that the National Museum of Singapore reserves the right to accept or decline my voluntary services, depending on the suitability of my application, interview and training assessments. If accepted, I will abide by the Museum’s policies and rules and the ethical code for volunteers, and I will seek to fulfil my roles and responsibilities to the best 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 Consent (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 |