



Endview Plantation/Lee Hall Mansion Volunteer Application

Name:	Date:
Street Address:	Primary Phone Number:
City/State/Zip	Secondary Phone Number:
Drivers License Number:	Date of Birth (must be 16 or older)

Education

High School (circle highest grade completed) 9 10 11 12	College/University (circle highest year completed) 1 2 3 4
Graduate Education: Masters Doctorate Post-Doctorate	

Work History

Are you currently Employed Unemployed Student Retired

Most recent employer _____

Position title _____

Volunteer Experience

Organization:	Organization:	Organization:
Duties:	Duties:	Duties:
Start Date End Date	Start Date End Date	Start Date End Date

Describe any hobbies, interests, or special skills:

Hours Available

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times Available							

How many times a month? _____

Emergency Information

Do you have any physical conditions that staff should be aware of? _____

If yes, please describe: _____

Emergency Contact

Name:	Relationship:
Primary Phone:	Secondary Phone:

References (Other than Family Members)

Name:	Relationship:
Address:	Phone Number:

Name:	Relationship:
Address:	Phone Number:

Do you have any criminal convictions? _____

Other than parking violations and/or juvenile offenses.

If "Yes" please summarize charge, date of offense, and place charges were issued.

I understand that I am not an employee of the City of Newport News and that any duties I perform are strictly in a volunteer capacity. I agree to abide by the procedures set by Historic Sites' staff for my assigned work duties. I also understand it is my responsibility to update any address, emergency contact, or other change in information on this form.

By my signature, I authorize the City of Newport News Parks, Recreation and Tourism to conduct a background check of my driving and criminal records.

Signature

If under 18 years of age you must have a legal guardian sign below.

Date

Date:

Please mail the form to: Ms. Laura Willoughby
Historic Site Coordinator
163 Yorktown Rd.
Newport News, VA 23603

You may email the completed form to: lwilloughby@nngov.com
