Please complete and mail or e-mail this form and a resume to:

Laura Symcak

Docent Program Coordinator

Dumbarton Oaks Research Library and Collection

1703 32nd Street, NW

Washington, DC 20007

SymcakL@doaks.org

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Name

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Address

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City/State/Zip Code

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E-mail Address (The e-mail address you provide will be the primary means of contacting you.)

Professional Experience:

Are you currently employed?

Previous Volunteer Experience:

When did you last visit Dumbarton Oaks?

Why do you want to be a Visitor Service Assistant at Dumbarton Oaks? What interests, skills, and experiences would you bring to the position?

**AVAILABILITY**

Volunteer Shifts:

Tuesday-Sunday

Morning: 11:30-2:30

Afternoon: 2:30-5:30

Please indicate your shift preferences:

Day Time (please circle)

1st choice of shift: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a.m. or p.m.

2nd choice of shift: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a.m. or p.m.

3rd choice of shift \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a.m. or p.m.

When can you start?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCE**

Please provide the name and address of a non-family member whom we may contact as a reference. This person should be able to attest to your abilities and professionalism.

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Name

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Address

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E-mail Address and Phone Numbers

Thank you for your interest in serving as a Visitor Service Assistant at Dumbarton Oaks. Receipt of your application will be acknowledged by e-mail within 10 to 14 days of its receipt.

The positions are limited in number. We regret that we may not have volunteer opportunities for all qualified candidates.