



VOLUNTEER APPLICATION

HARBOR BRANCH Oceanographic Institution, Inc.

5600 U. S. 1 North
Fort Pierce, FL 34946
www.hboi.edu

(772) 465-2400

fax: (772) 466-3644

Name _____ Date _____

Permanent Address _____ Phone _____

City _____ State _____ Zip _____ Country _____

Social Security Number _____

Summer Address (if different) _____

E-mail Address _____

I AM INTERESTED IN:

General Office Work _____ Aquaculture _____ Biomedical Marine Research _____ Environ Lab _____

Engineering _____ Marine Science/ Education _____ MMRC _____ Marine Operations _____

Have you ever been convicted of a crime? Yes? No? (Such a conviction may be relevant if job related but does not bar you from placement as a volunteer.) If yes, please explain. _____

BACKGROUND:

If college, indicate major and highest degree _____

Work Experience: (Attach resume' or CV if applicable) _____

SKILLS ACQUIRED:

Typing _____ General Office _____ Copier _____ Filing _____ Computer _____ Accounting _____

Word Processing _____ Education _____ Lab Work _____ Research _____ Other _____

Hobbies/Special Interests _____

Foreign Languages _____

Weekly Hours and Days Preferred _____ What months available _____

LOCAL REFERENCES:

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

REFERRAL SOURCE:

Newspaper _____ Friend _____ Television _____ Other _____

Nondiscrimination - HARBOR BRANCH Oceanographic Institution, Inc. does not discriminate on the basis of race, color, sex, religious belief, national origin, ancestry, age or non-job related handicap as those terms are defined under applicable law. This policy of nondiscrimination applies in connection with admission to, and participation in, all programs and activities sponsored by HARBOR BRANCH and to all employment practices of HARBOR BRANCH.

Pre-Placement Drug-Testing Policy – I understand that any offer of volunteer placement within the Company is contingent on my passing a screening for the presence of illegal drugs or alcohol as a condition of volunteering. Should I be offered a placement, I will be required to voluntarily submit to a urinalysis test at a laboratory chosen by HARBOR BRANCH and, by signing a consent agreement, will release the Company from liability. Should I test positive for the presence of illegal drugs, I will be denied volunteer placement at that time. I may reapply no less than one year from the date of the positive test result. The Company will not discriminate against applicants for volunteer placement because of past abuse of drugs or alcohol. However, the Company will not tolerate any current drug abuse or alcohol abuse that prevents volunteers from properly performing their jobs.

Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____
(if under age 18)

Please attach any additional information and return to: **HUMAN RESOURCES**

**HARBOR BRANCH OCEANOGRAPHIC INSTITUTION, Inc
(HBOI)**

VOLUNTEER APPLICATION PROCESS

Benefits of Being a Volunteer

- > Volunteer recognition awards
- > Special volunteer parties and functions
- > Retired Senior Volunteer Program (RSVP)
- > Free admission to the film series
- > Discount cards to area attractions
- > Participation in the monthly VIP tour of HBOI

Anyone interested in volunteering at HBOI may complete the application on the reverse side. We concentrate on matching the abilities and interest of the volunteer to the requirements of the position for which we are recruiting. Please be aware of the following guidelines in the application process.

Age requirements: You must be a minimum of 15 years of age. If you are under age 18, your parent's/guardian's signature is required on the application.

Time requirements: For most volunteer positions, a four-hour per week commitment is required.

Interviewing: HBOI volunteers are placed on the needs of the Institution. These needs change often. We will interview applicants when there is a position available.

Pre-Placement Requirements: When you accept a volunteer position, you will be required to complete a pre-placement drug test (as required by the Florida Drug Free Workplace Act) and a 2-hour orientation **prior** to beginning work.

HBOI will retain your application for 60 days. If you have not been placed, we will contact you to determine if you want to extend your application for consideration on open volunteer positions.

Thank you for your interest in the HARBOR BRANCH Volunteer Program!

Please attach any additional information and return to: Human Resources