



Date: \_\_\_\_\_

Please complete the following volunteer application in its entirety to be considered for a Volunteer Position at the Gemological Institute of America (GIA) in Carlsbad, California.

### Personal Information

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home Phone Business Phone Cell Phone

\_\_\_\_\_  
Previous Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Social Security Number Driver's License No. and State

\_\_\_\_\_  
Email Address

Have you been employed by GIA in the past?

Yes  No

If yes, please state the date you left and the reason for leaving:  
\_\_\_\_\_

Have you volunteered for GIA in the past?

Yes  No

If yes, please state the date you left and the reason for leaving:  
\_\_\_\_\_

Do you have any relatives employed by GIA?

Yes  No

If yes, please list names:  
\_\_\_\_\_  
\_\_\_\_\_

Mail to:  
Guest Services – MS36  
Gemological Institute of America  
The Robert Mouawad Campus  
5345 Armada Drive  
Carlsbad, CA 92008

Scan and email to:  
guestservices@gia.edu

Fax to:  
760.603.4199

### Availability

Please place a check mark next to the days and times you are available to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many hours per month are you available to volunteer? \_\_\_\_\_

Please place a check mark next to the Volunteer Position(s) in which you are most interested:

- Docent
  - Children's Groups
  - Adult Groups
- Museum Concierge

### Personal References

Please print the complete contact information including mailing address of two people we may contact (excluding relatives and roommates) who have known you for more than two years:

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Daytime Phone Evening Phone Relationship

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Daytime Phone Evening Phone Relationship

**AN EQUAL OPPORTUNITY EMPLOYER**  
ALL EMPLOYMENT DECISIONS ARE MADE WITHOUT REGARD TO UNLAWFUL CONSIDERATIONS OF RACE, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER LEGALLY PROTECTED STATUS. REASONABLE ACCOMMODATIONS ARE AVAILABLE UPON REQUEST.



## Volunteer Experience

Please list your present and past volunteer roles (if any) and the location of your experience:

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Please describe why you are interested in volunteering at GIA:

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## Special Skills and Qualifications

Please list your experiences or skills that best relate to the volunteer position(s):

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## Education

Please describe your education as it relates to the fields of geology, mineralogy, gemology and/or the gem and jewelry industry:

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## Professional Work/Experience

Please summarize your professional/work experiences that best relate to the volunteer position(s):

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