

*Gunston Hall Intern/Volunteer Application*  
 10709 Gunston Road, Mason Neck, Virginia 22079

<b>Applicant</b>	<b>Name:</b>	
	<b>Date of birth:</b>	
	<b>Phone Number:</b>	
	<b>Email Address:</b>	
<b>Mailing address</b>	<b>No. &amp; Street:</b>	
	<b>Town:</b>	
	<b>Zip/Post code:</b>	
<b>Preferred internship or volunteer assignment</b>	<p>To facilitate placement, please indicate in order of priority the preferred areas of activity within Gunston Hall for which you wish to be considered for internship or volunteering based on your educational background and interests.</p> <ul style="list-style-type: none"> <li>- Education</li> <li>- Library/Archives</li> <li>- Archaeology</li> <li>- Public Relations/Development</li> <li>- Curatorial</li> </ul>	
<p><b>Why do you want an internship or volunteer at Gunston Hall?*</b></p> <p><b>Is this required school credit?</b></p>	<p>*Additional information may be requested by the department head.</p>	

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<b>When Available and days/hours preferred?</b>				
<b>Education</b>	<i>Give full details in reverse chronological order (starting from the latest). Give the exact name of the institution and title of degree. Do not include primary/secondary school if you have a university degree or equivalent. Please attach a resume if available.</i>			
	<b>Years</b>	<b>Institution</b> <i>(name, place)</i>	<b>Degree obtained</b>	<b>Main field(s) of study</b>
<b>Computer skills</b>	<i>For computer skills please check the box.</i>			
	<b>Word processing:</b>	<input type="checkbox"/>	<b>Graphics/Image/Photo software:</b>	<input type="checkbox"/>
	<b>Spreadsheets:</b>	<input type="checkbox"/>	<b>Financial software:</b>	<input type="checkbox"/>
	<b>Data bases:</b>	<input type="checkbox"/>	<b>Web browser /E-mail:</b>	<input type="checkbox"/>
	<b>Presentation software:</b>	<input type="checkbox"/>	<b>Other software:</b>	<input type="checkbox"/>
<b>Other Skills</b>	<b>Writing? Working with the public? Public speaking? Research?</b>			

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<b>References</b>	<i>List persons not related to you who are familiar with your character and qualifications</i>		
<b>Name:</b>	<b>Occupation:</b>	<b>Contact Number:</b>	<b>Relationship to:</b>

*Completed forms can be mailed to:*

*Gunston Hall*

*Intern/Volunteer Application*

*c/o Library*

*10709 Gunston Road*

*Mason Neck, Virginia 22079*

*Or emailed to [Library@Gunstonhall.org](mailto:Library@Gunstonhall.org)*

*Subject: Intern/Volunteer Application*