



760 Penniman Avenue
Plymouth, MI 48170
(734) 453-0870
www.PennTheatre.com

Dear Friends of the Penn Volunteer,

Thank you for your interest in volunteering to work at the Penn. Through the dedication of our volunteer staff the Penn is a thriving, affordable community entertainment venue. I greatly appreciate your willingness to assist with this important project!

Please find enclosed a volunteer application as well as a general employee guideline sheet. Please review the documents, complete the application and return it at your earliest convenience to the Theatre during our regular weekend hours or mail it to the address listed above.

As a volunteer you will be assigned to usher or assist at the concession counter with shifts not exceeding 1 ¼ hours.

Volunteer scheduling is usually done for two months at a time with all correspondence taking place via email.

I look forward to meeting you and thank you once again for volunteering your time!

Please let me know if you have any questions.

Most sincerely,

Ellen Elliott
Executive Director
Email: ellen@friendsofthepenn.org

The Friends of the Penn is an IRS recognized 501(c)(3) non-profit organization working to preserve the historic Penn Theatre in Plymouth, Michigan. This organization does not discriminate on the basis of race, religion, sex, age, handicap, national origin or creed. Donations to Friends of the Penn are tax deductible to the fullest extent of the law. Tax ID # 51-0536795



An Equal Opportunity Employer

Volunteer Application

Please print all information requested in the sections below except for signature.

Section I – Personal Information

Last Name	First Name	
Address	City	Zip
Phone		
Email	Emergency Contact Name	
If under 18, please list age	Emergency Contact Phone Number	
Have you ever been convicted of any violation of the law other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Section II – Education

Name of High School Attended	Highest Grade Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you receive GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of College/University Attended	Course of Study	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Degree

Section III - Employment History

Please list your most recent employment experiences.

Name of Employer	Job Title
Dates of Employment	Responsibilities

Section IV – Volunteer Experience

Please give a brief description of your volunteer activities.

Organization	Activity	Dates
Organization	Activity	Dates
Organization	Activity	Dates

Section V – References

Name	Name
Position	Position
Company	Company
Address	Address
Phone	Phone

Agreement

Please read carefully before signing.

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with the Friends of the Penn creates an actual or implied contract of employment. I understand that, if I accept employment with Friends of the Penn, it will be on an at-will basis. This means that either Friends of the Penn or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I authorize Friends of the Penn to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Friends of the Penn and its employees from all liability arising from such investigation.

Signature of Applicant _____ **Date** _____

Friends of the Penn is an equal employment opportunity employer and does not discriminate on the basis of race, religion, sex, age, handicap, national origin or creed.



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General Volunteer Guidelines

Dress Code

All employees must:

- Wear clothing that is clean and neat
- Business casual
 - No sleeveless shirts, tank tops, or shirts with printed messages or graphics
- Wear identification badge while working

Appearance

- Hair must be clean and neat
- Hands and nails must be clean and appropriately manicured
- Mustaches, sideburns, beards and other facial hair must be neatly trimmed
- Make-up, jewelry and perfume must be conservatively applied so as to convey professional appearance

Promptness and Reliability

- All employees should arrive promptly at the time that they are scheduled.
- If you are unable to work at a time that you are scheduled you must give reasonable notice so that a substitute can be found. It is understood that emergencies will occasionally arise that will prevent advanced notification.
- All employees must behave in a professional manner at all times. As volunteer of the Friends of the Penn, your words and actions reflect directly on the organization.
- The use of any alcoholic, tobacco or illicit drug products on the premise is strictly prohibited.