

# DANK HAUS

GERMAN AMERICAN CULTURAL CENTER

4740 NORTH WESTERN AVENUE, CHICAGO ILLINOIS 60625 - 773.561.9181 - DANK@DANKHAUS.COM  
WWW.DANKHAUS.COM

## VOLUNTEER APPLICATION

Please print and complete both sides

DATE \_\_\_\_\_ NICKNAME FOR TAG \_\_\_\_\_

LAST \_\_\_\_\_ FIRST \_\_\_\_\_

STREET \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

OCCUPATION \_\_\_\_\_

EMPLOYER \_\_\_\_\_

DESCRIBE WORK EXPERIENCE \_\_\_\_\_  
\_\_\_\_\_

EDUCATION \_\_\_\_\_

LANGUAGES \_\_\_\_\_

EMERGENCY CONTACT  
NAME \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

PHONE \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY?      **YES**      **NO**

DO YOU UNDERSTAND DANK MAY PERFORM A BACKGROUND CHECK AS  
NECESSITATED BY SOME ROLES? (additional form will be provided)

**YES**      **NO**

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DESCRIBE YOUR VOLUNTEER EXPERIENCE \_\_\_\_\_

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LIST YOUR PREFERRED VOLUNTEER SERVICE AREAS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Essential Duties:**

The DANK-HAUS German Cultural Center is looking for motivated volunteers interested in contributing to and becoming an integral part of the DANK Library. The duties of the volunteers will include, but are not limited to:

- Assisting in the cataloging of approximately 7,000 books
- Evaluating both the current collection and new acquisitions (i.e., donations)
- Organizing the collection in accordance with the catalog and evaluations
- Helping mold the mission and shape of the DANK Library

## **Required Knowledge, Skills, Qualities, and Abilities:**

- Commitment to the DANK-HAUS German Cultural Center's mission of preserving and promoting German culture, heritage, and language
- Although knowledge of the German language is not necessary, it helps
- Passion for and/or experience with German history and culture
- Proficiency in Microsoft Excel and Web 2.0 tools
- Willing, resourceful, positive, and forward-thinking