



**Background Information:**

Personal Reference 1 (Name and Phone Number) \_\_\_\_\_

Personal Reference 2 (Name and Phone Number) \_\_\_\_\_

**In Which Area Would You Most Like to Volunteer? (List 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices):**

\_\_\_\_ Deck \_\_\_\_ Docent \_\_\_\_ Engine \_\_\_\_ Gunnery \_\_\_\_ Medical \_\_\_\_ Office \_\_\_\_ Overnight Program  
\_\_\_\_ Speakers' Bureau \_\_\_\_ Steward \_\_\_\_ Store

**Availability (check all that apply):**

\_\_\_\_ Sun \_\_\_\_ Mon \_\_\_\_ Tues \_\_\_\_ Wed \_\_\_\_ Thurs \_\_\_\_ Fri \_\_\_\_ Sat

On A \_\_\_\_ Weekly \_\_\_\_ Monthly \_\_\_\_ Occasional Basis

**Skills/Experience/Interests (You may attach a copy of your resume):**

General Maintenance _____	Customer Service _____	Data Entry _____
Marlinspike Seamanship _____	Multi-Lingual _____	Sales _____
Steam Engines _____	Public Speaking _____	Merchant Marine Experience _____
Plumbing _____	History _____	
Electrical _____	Teaching _____	
Other _____		

**Where did you hear about the SS Jeremiah O'Brien volunteer opportunities? (circle any)**

Friend                      Visit to the O'Brien                      Poster                      Website

Other (please explain): \_\_\_\_\_

\*By signing below, I acknowledge that I have completed this application with truthful and accurate information.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Identification Card Information:</b>			
Sex: _____	Hair: _____	Eyes: _____	Height: _____

# National Liberty Ship Memorial - SS Jeremiah O'Brien

## CODE of CONDUCT

REVISION 2016-09-30

This Code of Conduct is intended as a general guide for conducting yourself while on duty and participating in shipboard, office and other NLSM activities. It is a set of principles that allow for diversity while also establishing clear and acceptable guidelines of conduct. It is aimed at and supported by the majority of those affected by those standards. In addition, you should be guided by common sense and by instructions from your department head, supervisor, the shipkeeper, or the captain. This Code of Conduct shall be applied in a non-discriminatory manner.

1. Volunteers shall treat all other volunteers, staff employees, visitors and the general public with respect, patience, courtesy and diplomacy.
2. Volunteers are expected to be knowledgeable about the subjects entrusted to them.
3. Volunteers must participate in all required training, as relates to department and general NLSM guidelines, policies and procedures.
4. Volunteers are expected to follow all guidelines, policies and procedures, including, but not limited to:
  - a. Ship Safety (NLSM Safety Guidelines)
  - b. Harassment Prevention (NLSM Policy, Procedure and Reporting)
  - c. Workplace Violence Prevention (NLSM Policy, Procedure and Reporting)
5. Volunteers, contingent on department, shall appear clean, neat, and appropriately attired.
6. Volunteers shall wear their ID badge at all times.
7. Volunteers shall display current parking placard on vehicle when using Ship's parking lot.
8. Volunteers are expected to sign in upon arriving for duty.
9. Volunteers are expected to notify their department head if they cannot report for scheduled duty.
10. Volunteers are expected to undergo a 100 hour probationary period in which they are supervised at all times
11. Using, possessing or having alcohol or any substances illegal under state and/or federal law, including any form of marijuana, in one's system while on duty is prohibited.
12. Deliberate or neglectful waste, damage, or theft from the Ship, personal or visitor property is prohibited.

Volunteers are required to report all violations of the Code of Conduct to the Ship's Master, Department Head or to the Ship's Office Management.

I understand that any violation of this Code of Conduct may result in disciplinary action including, but not limited to, dismissal.

**I acknowledge having read the Code of Conduct and all referenced Guidelines, Policies and Procedures.**

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Print Name

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Signature

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Date





The National Liberty Ship Memorial, Inc  
*SS Jeremiah O'Brien*

**USCG and/or Merchant Marine and/or Medical Certificates**

**Optional Form A**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Social Security # \_\_\_\_\_ \* Date of Birth \_\_\_\_\_

\* Unless you provide a letter from your employer indicating you are in a USCG-approved random drug testing program, you will be included in the drug program administered by NLSM and your full social security number is required. Those submitting a letter proving random drug testing at another company need not provide their social security number.

UCCG License or Certification \_\_\_\_\_  
(Engine, Deck, Radio, Medic, Etc)

Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

STCW Documentation \_\_\_\_\_

Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

Other Documentations \_\_\_\_\_  
(TWIC, Radar, Lifeboat, CPR, Firefighting, Etc)

Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

Other Documentations \_\_\_\_\_  
(TWIC, Radar, Lifeboat, CPR, Firefighting, Etc)

Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

Medical License or Certification \_\_\_\_\_  
(PhD, RN, Etc)

Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

**Copies of your endorsements/certificates are required.**