

PROVINCIAL  
**ARCHIVES**  
OF ALBERTA

Date Received:

\_\_\_\_\_

## Volunteer Application

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_ Email: \_\_\_\_\_

How did you find out about the PAA volunteer program?

\_\_\_ Staff \_\_\_ Volunteer \_\_\_ Friend \_\_\_ Internet \_\_\_ PAA Tour

\_\_\_ Presentation/Conference \_\_\_ School

Other: \_\_\_\_\_

Do you prefer to volunteer: \_\_\_ Behind the scenes \_\_\_ With the public \_\_\_ Either

Do you prefer: \_\_\_ Group/Team Projects \_\_\_ Independent \_\_\_ Either

When are you available to volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (9am-12pm)					
Afternoon (1pm-4pm)					

Have you worked or volunteered in an Archive before? \_\_\_ Yes \_\_\_ No

In the listing below, please place an **E** for experience and an **I** for interest in:

\_\_\_ Data Entry \_\_\_ Library \_\_\_ Processing/Rehousing \_\_\_ Special Events  
\_\_\_ Transcription \_\_\_ Cataloging \_\_\_ Conservation \_\_\_ Tour Guide  
\_\_\_ Language Translation \_\_\_ Research \_\_\_ Audiovisual \_\_\_ Reading Room  
\_\_\_ Creating Finding Aids \_\_\_ Reference \_\_\_ Digital Scanning \_\_\_ Shelf Reading

**List/describe any related training, education, experience, skills and talents you believe would be applicable at the Provincial Archives of Alberta:**

**Able to perform, demonstrate or operate:**

☐ Repetitive Tasks    ☐ Lift/carry up to 25lbs

☐ Standing for extended periods of time    ☐ Sitting for extended periods of time

☐ Neat Printing    ☐ Photocopier    ☐ Filing    ☐ Transcription

☐ Computer    ☐ Microsoft Word    ☐ Microsoft Excel

Other: \_\_\_\_\_

**Please list all spoken languages:** \_\_\_\_\_

**Please list all written languages:** \_\_\_\_\_

**Please submit your completed application by email to [volunteerpaa@gov.ab.ca](mailto:volunteerpaa@gov.ab.ca) or by mail to**

Attention: Volunteer Coordinator  
Provincial Archives of Alberta  
8555 Roper Road NW  
Edmonton, Alberta T6E 5W1

**Thank you for your interest in becoming a Provincial Archives of Alberta Volunteer.  
Only candidates selected for interviews will be contacted.**

The personal information collected through the Volunteer Program is collected for the purpose of current and future volunteer activities and communication. This personal information collection is authorized by section 4(c) of the Protection of Privacy Act. If you have any questions about the collection of personal information, you may contact the Access Archivist at (780) 427-1119, by email at [paa@gov.ab.ca](mailto:paa@gov.ab.ca), or by mail to 8555 Roper Rd Edmonton, Alberta, T6E 5W1.