

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 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 33(c) of the Freedom of Information and 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, or by mail to 8555 Roper Road Edmonton, Alberta, T6E 5W1.