**University of Melbourne Herbarium Volunteer Application Form**

Please complete and attach this form, along with an electronic copy of your current curriculum vitae, to biosciences-herbarium@unimelb.edu.au.

Applications close:

* third Friday of February for Semester 1 intake
* second Friday of July for Semester 2 intake

After your application has been received, it will be reviewed and we will contact you to inform you of the outcome, and discuss opportunities with successful applicants. Thank you for your interest in the University of Melbourne Herbarium.

*Please note: any personal information supplied will only be used for access administration, security and statistical purposes. Supplied information will be held secure and will not be disclosed for any other purpose than the above stated. Individuals have the right to gain access to their personal information held by the University. Information on the University’s Privacy Policy is accessible via the University website. Privacy enquiries may be emailed to* *privacy-officer@unimelb.edu.au*

Name:

Address:

Telephone/Mobile no.:

Email address:

How did you hear about this program?

**Can you commit to a minimum of 24 hours over Semester (12 weeks)? YES / NO**

Please provide **at least three alternative 2 hour (minimum) timeslots.** Please note the volunteer program will be run on only 2-3 days per week depending on the number of volunteers and my other work commitments.

1.

2.

3.

*Skills and Projects*

Current degree and year enrolled (if applicable):

Relevant subject/s completed:

What specific skills would you like to gain/develop through volunteering in the herbarium?

What skills can you bring to the herbarium?

There are numerous potential tasks volunteers can undertake in the Herbarium. Please number the following tasks in order of preference (1 most preferred to 7 least preferred).

* Incorporating (filing) specimens
* Mounting/repackaging specimens onto archival materials
* Data Entry (Specify/Excel) of specimen information
* Library cataloguing (LibraryThing)
* Plant identification
* Imaging specimens
* History of collections/collectors

Which plant group/s are of interest to you? Be as specific (e.g. *Eucalyptus macrocarpa*) or broad (e.g. Fungi; Algae) as you like.

Why would you like to work on this plant group/s? (please provide as much detail as possible)

Any other comments or things I should know?