

Volunteer Registration Form



Volunteer Contact Details

First Name:

Surname:

Home Address:

Telephone No: (Day)

(Evening)

Email Address:

Emergency Contact name and phone number:

New Volunteers: Date of initial enquiry:

Date of initial interview with museum rep:

Name of interviewer:

Existing Volunteers: Date started volunteering at the Museum:

(can be approximate!)

Areas of Interest:

Front of House

Collections/ Documentation

Exhibitions/ Display

Admin

Educational work

Skills:

Maintenance / DIY

Computer literacy

Fundraising

Relevant specialist training? (Please specify)

Other? (any other skill that might be relevant)

Previous experience: (any previous volunteering / other relevant experience)

Availability:

Preferred times for volunteering (days / times normally available)

Are you available for a limited period only? (if so please specify)

Support needs:

Do you have any special requirements? (eg large print, wheelchair access, etc)

Other Information:

How did you hear about volunteering at the Museum?

Any other relevant information:

Friends of the Museum:

Volunteers are encouraged to become Friends of the Museum to ensure that they receive up to date information / newsletters, etc.

Please tick if you already a Friend

If you would you like to receive information about becoming a Friend please tick here

Referees:

All museum volunteers will need to comply with the Museum’s Safeguarding Policy and certain volunteer roles will require a CRB check. It would be useful to have the contact details of two referees on record; these may or may not be taken up according the type of volunteering role to be undertaken.

Referees should be people who know the volunteer well, eg: previous employer, neighbour, previous volunteering project, etc. (NB referees cannot be related to the volunteer.)

Referee 1

Name: Position:
Address:
Tel no:

Referee 2

Name: Position:
Address:
Tel no:

Data Protection and Safeguarding Policy:

1. Data Protection: The information provided by the Volunteer (listed above) may be processed by the Museum for the purposes it has notified to the Data Protection Registrar. I agree to this processing of the information.

Signed (volunteer)

2. Safeguarding*: The work undertaken for the museum may involve contact with children and vulnerable adults from time to time. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact, and I know what action to take if abuse is discovered or disclosed. I am willing to undertake further training in this area as required.

Signed (volunteer)

* Museums should have in place a policy covering safeguarding which is made available to all staff/volunteers. This policy can be written with the help of the Home Office code of practice “Safe from Harm” available at:
<http://www.sa-cni.org.uk/uploads/4/9/5/4/4954631/safefromharm.pdf>