|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | ***Volunteer***  ***Application Form*** | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **TITLE:** | | |  | | | | | | | | | | | | | | |
| SURNAME: | | |  | | | | | | **FORENAME(S)****:** | | | | |  | | | |
| ADDRESS FOR CORRESPONDENCE: | | |  | | | | | | HOME TELEPHONE: | | | | |  | | | |
| **MOBILE TELEPHONE** | | | | |  | | | |
| POSTCODE: | | |  | | | | | | E-MAIL ADDRESS: | | | | |  | | | |
| Employment History | | | | | | | | | | | | | | | | | |
| PRESENT OR MOST RECENT EMPLOYMENT | | | | | | | | | | | | | | | | | |
| Name & address of employer: | | | |  | | | | | | | | | | | | | |
| Job title and summary of main duties: | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | |
| Are you in good health?  If appropriate, please mention anything that you feel may be relevant for us to know so we can support you to the best of our abilities. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | |
| Please tick which roles or areas of work you would be interested in | | | | Desk Volunteer | | 🞏 | | | | | | Events | | | | 🞏 | |
| Digitisation Project | | 🞏 | | | | | | Research | | | | 🞏 | |
| Families | | 🞏 | | | | | | Marketing | | | | 🞏 | |
| Schools | | 🞏 | | | | | | Exhibitions | | | | 🞏 | |
| Please let us know why you would like to volunteer with us | | | |  | | | | | | | | | | | | | |
| Please list any hobbies, previous experience or special skills you feel may be relevant to volunteering with us: | | | |  | | | | | | | | | | | | | |
| Please indicate which days you would be available for volunteering | | | | Monday | Tuesday | | | Wednesday | | | | | Thursday | | Friday | | Saturday |
| 🞏 | 🞏 | | | 🞏 | | | | | 🞏 | | 🞏 | | 🞏 |
|  | | | | | | | | |  | | | | | | | | |
| Have you ever been subject to any disciplinary action by your employer or professional body? | | | | | | | | | Yes/No | | | | | | | | |
| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. Ideally references must cover a consecutive five year period**.** | | | | | | | | | | | | | | | | | |
| **1st Referee:** | | | | | | | | | **2nd Referee** | | | | | | | | |
| **Name:** | |  | | | | | | | **Name:** | |  | | | | | | |
| **Position:** | |  | | | | | | | **Position:** | |  | | | | | | |
| **Address:** | |  | | | | | | | **Address:** | |  | | | | | | |
| **E-mail address:** | |  | | | | | | | **E-mail address:** | |  | | | | | | |
| **Tel:** | |  | | | | | | | **Tel:** | |  | | | | | | |
| In what capacity does the above know you? | | | | | | | | | In what capacity does the above know you? | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | |
| The Museum of Richmond aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for volunteering purposes only when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from volunteering. This will depend on the circumstances and background to your offence(s).  Please tick as appropriate:  I do **not** have any criminal convictions held against me  I **do** have criminal offences or prosecutions pending against me  If you do have criminal offences held against you, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending should you be selected for interview. Please bring these with you to your interview. | | | | | | | | | | | | | | | | | |
| **Signed** |  | | | | | | **Date:** | | |  | | | | | | | |
| Please return the completed form in an envelope marked ‘Volunteers Applications’ to:  Museum of Richmond, Second Floor, Old Town Hall, Whittaker Avenue, TW9 1TP  Or to info@museumofrichmond.com | | | | | | | | | | | | | | | | | |