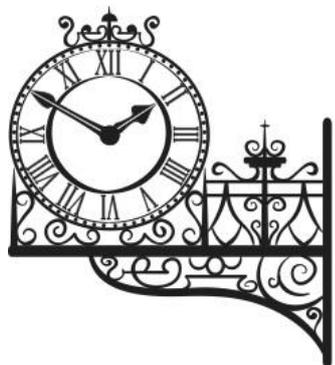


# *Volunteering, Placements and Work Experience at*



# **MUSEUM of RICHMOND**





The Museum of Richmond has numerous volunteering, work experience and placement opportunities. We can also offer work experience to university students and school students aged over 16 and those working towards their Duke of Edinburgh or Arts Award.



Volunteer roles we can current offer include:

### **Desk Volunteers**

The main duty of this role is to staff the Museum information desk and shop, welcoming visitors, informing them about the Museum and our events, and answering enquiries (or referring visitors to Museum staff). Desk Volunteers may also help at special events or with education sessions.



### **Digitisation Volunteers**

To assist the Curator in other duties related to the Digitisation Project, including cataloguing objects, updating the Museum's Collections Management System (eHive) with the new data.



If you would like more information on any of these roles:

call: 020 8332 1141

email: [info@museumofrichmond.com](mailto:info@museumofrichmond.com)

or visit: [museumofrichmond.com/get-involved/volunteering](http://museumofrichmond.com/get-involved/volunteering)



To apply for either of these roles, or for a placement, complete the attached application form and return it in an envelope marked 'Volunteers Applications' to: Museum of Richmond, Second Floor, Old Town Hall, Whittaker Avenue, TW9 1TP or email it to [info@museumofrichmond.com](mailto:info@museumofrichmond.com)



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# MUSEUM of RICHMOND

## Volunteer Application Form

TITLE:			
SURNAME:		FORENAME(S):	
ADDRESS FOR CORRESPONDENCE:		HOME TELEPHONE:	
		MOBILE TELEPHONE:	
POSTCODE:		E-MAIL ADDRESS:	

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 that 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	<input type="checkbox"/>	Events	<input type="checkbox"/>
	Digitisation Project	<input type="checkbox"/>	Research	<input type="checkbox"/>
	Families	<input type="checkbox"/>	Marketing	<input type="checkbox"/>
	Desk Volunteer Co-Ordinator	<input type="checkbox"/>	Exhibitions	<input type="checkbox"/>

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
	<input type="checkbox"/>					

Have you ever been subject to any disciplinary action by your employer or professional body?	Yes/No
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Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should ideally 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.

<b>1<sup>st</sup> Referee:</b>		<b>2<sup>nd</sup> Referee:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>E-mail address:</b>		<b>E-mail address:</b>	
<b>Tel:</b>		<b>Tel:</b>	
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.

<b>Signed:</b>		<b>Date:</b>	
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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](mailto:info@museumofrichmond.com)