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|  | | | | | **Summer 2023 Placements:**  **Expression of Interest** | | | | | | |
|  | | | | | | | | | | | |
| **FIRST NAME(S)****:** | | |  | | | | | | | | |
| SURNAME: | | |  | | | | **PRONOUNS:** | | |  | |
| ADDRESS,  INCLUDING  POSTCODE: | | |  | | | | HOME TELEPHONE: | | |  | |
| **MOBILE TELEPHONE** | | |  | |
| E-MAIL ADDRESS: | | |  | |
| Employment History | | | | | | | | | | | |
| TELL US A BIT ABOUT YOUR EDUCATION | | | | | | | | | | | |
| Name and email address of the teacher who recommended this placement to you: | | | |  | | | | | | | |
| Name and address of  your school or college: | | | |  | | | | | | | |
| Summary of what you do at school or college:  What subjects are you studying?  Are you working towards a qualification? | | | |  | | | | | | | |
| **Please use this space to let us know about any disabilities or additional needs you may have.**  **Anything you tell us will be kept in confidence, and it will not stop us from offering you a place with us.**  **We appreciate knowing this information so we can provide you with the best support that we can, so you get the best possible experience when volunteering with us.** | | | | | | | | | | | |
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| Please tick all of the dates and jobs you would like to do as a placement over the summer.  Please be honest, so we can give you the experiences you are looking for. If you just want to work with collections and not with families, or vice versa, we won’t take it personally!  If you are not sure you know how to do all of the jobs mentioned, don’t worry – we will give you all the training you need.  Please tick all the dates you could do – we will be sharing out the placements to as many students as possible.  To help support you during the placement, we are able to give you up to £15 a day to help cover travel expenses like bus and train tickets, as well as money towards your lunch. | | | | **Tuesday 25 July to Saturday 29 July 2023, 10:30am to 4:30pm**  Working with the Curator helping with documenting objects in the Museum’s collection, helping to Digitise the Collection, and learn about how Museums care for their objects | | | | | | |  |
| **Monday 31 July to Friday 4 August 2023, 9:30am to 4:30pm**  Working with our Learning Officer and supporting students as they complete a Bronze Arts Award as part of a summer school | | | | | | |  |
| **Tuesday 1 August to Saturday 5 August 2023, 10:30am to 4:30pm**  Working with the Curator helping with documenting objects in the Museum’s collection, helping to Digitise the Collection, and learn about how Museums care for their objects | | | | | | |  |
| **Tuesday 8 to Saturday 12 August 2023, 9:30am to 4:30pm**  Helping our Learning Officer with the delivery of the family workshops and related behind the scenes tasks | | | | | | |  |
| **Tuesday 8 to Saturday 12 August 2023, 10:30am to 4:30pm**  Working with the Curator helping with documenting objects in the Museum’s collection, helping to Digitise the Collection, and learn about how Museums care for their objects | | | | | | |  |
| **Monday 14 to Friday 18 August 2023, 9:30am to 4:30pm**  Working with our Learning Officer and supporting students as they complete a Bronze Arts Award as part of a summer school | | | | | | |  |
| **Tuesday 15 August to Saturday 19 August 2023, 10:30am to 4:30pm**  Working with the Curator helping with documenting objects in the Museum’s collection, helping to Digitise the Collection, and learn about how Museums care for their objects | | | | | | |  |
| **Tuesday 22 to Saturday 26 August 2023, 9:30am to 4:30pm**  Helping our Learning Officer with the delivery of the family workshops and related behind the scenes tasks, like inputting feedback forms | | | | | | |  |
| **Tuesday 22 to Saturday 26 August 2023, 10:30am to 4:30pm**  Working with the Curator helping with documenting objects in the Museum’s collection, helping to Digitise the Collection, and learn about how Museums care for their objects | | | | | | |  |
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| If you could do more than one week, would you like to? | | | | No, thanks – 5 days/1 week is enough for me | | | | | | |  |
| Yes please – I could do 10 days/2 weeks as a placement | | | | | | |  |
| Yes please, I could do 15 days/3 weeks as a placement | | | | | | |  |
| Please let us know why you would like to volunteer with us.  For example:  Are you looking to develop skills to help you get a paid job? If so, what kind of skills?  Do you want a job in Museums or Heritage when you leave school or college? | | | |  | | | | | | | |
| Please list any hobbies, previous experience or special skills you feel may be relevant to volunteering with us:  For example –  Do you like history?  Do you like doing arts and crafts?  Do you volunteer anywhere else? | | | |  | | | | | | | |
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| **Give details of two people who would be happy to provide you with a reference.**  This could be someone you have worked for or with, in a paid job or someone you have volunteered with.  It could be a teacher, tutor, or mentor. It can be a friend or neighbour.  Please do not put anyone who is part of your immediate family – so not your parents/carers, brothers or sisters, | | | | | | | | | | | |
| **1st Referee:** | | | | | | | **2nd Referee:** | | | | |
| **Name:** | |  | | | | | **Name:** | |  | | |
| **Position:** | |  | | | | | **Position:** | |  | | |
| **Address:** | |  | | | | | **Address:** | |  | | |
| **E-mail address:** | |  | | | | | **E-mail address:** | |  | | |
| **Telephone number:** | |  | | | | | **Telephone number:** | |  | | |
| How does the person above know you? | | | | | | | How does the person above know you? | | | | |
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| 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 **HAVE NOT** been subject to any disciplinary action by my employer or professional body  I **HAVE** been subject to any disciplinary action by my employer or professional body  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. | | | | | | | | | | | |
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| **THE SMALL PRINT…**  The Museum processes data relating to applicants for volunteering purposes to assist in the recruitment process. This includes facilitation of safer recruitment as part of our safeguarding obligations towards young people. The data the Museum collects and the basis for using the data is set out in the Museum of Richmond’s Privacy Notice on the Museum website. The Museum will obtain your consent to hold, process and share your personal data in relation to the recruitment process. | | | | | | | | | | | |
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| I understand that the data I supply on this form will be processed in accordance with the Museum of Richmond’s Privacy Notice and in accordance with the Data Protection Act 1998. The information supplied by me will be subject to verification and the Museum may contact people and /or organisations to confirm some of the facts contained in my application, e.g. referees, previous employers etc.  I hereby give consent for the Museum of Richmond to process and retain on file information contained on this form and in accompanying documents for a period of twelve months (or transferred to my personnel file in the event that my application is successful).  By signing my consent, I authorise the Museum of Richmond to verify any information that I have given with third parties, including referees, and I authorise them to disclose my personal information to you. | | | | | | | | | | | |
| **Signed:** |  | | | | | **Date:** | |  | | | |
| I declare that, to the best of my knowledge, the information in this application is true and correct. | | | | | | | | | | | |
| **Signed:** |  | | | | | **Date:** | |  | | | |
| Please return the completed form by email to: [**info@museumofrichmond.com**](mailto:info@museumofrichmond.com)  Thank you – we will be in touch as soon as we can.  We will reply to your email to say we have received it so if you don’t hear anything back, call us on **020 8332 1141** | | | | | | | | | | | |