**Volunteer Role** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ref No.** \_\_\_\_\_\_\_

**Personal Details**

Name

Address

Phone Mobile Phone

Email Date of Birth

**Emergency Contact**

Please provide us with details of someone that we can get in touch with on your behalf in the event of an emergency.

Name Contact

Relationship to you (e.g partner, friend)

**Health & Wellbeing Information**

If you have a particular health or other condition that you think we should know about, please tell us here. All information will be treated in the strictest of confidence.

If you have a serious health condition that may require medical attention during your volunteering with us, please detail the action we should take to assist you e.g if you are epileptic and have a fit; if you suffer from anxiety and have a panic attack.

|  |  |
| --- | --- |
| **Skills and experience** Please give brief details of any skills and experience you have that might be useful in this role. This can include your employment background, previous volunteering, relevant training etc.

|  |
| --- |
| **Background and interests** Please tell us a little about yourself. This can include hobbies, any hobbies & interests:  |

**Your Needs** We want to make your volunteering experience as enjoyable as possible. Please tell us about any particular support you may require in relation to e.g your physical / mental health or learning & development needs. |

**Please tick the kind of voluntary work that particularly interests you:**

**How would you like to volunteer? (please tick)**

As part of a small group Prefer to volunteer alone I don’t mind

**And what kind of work would interest you? (please tick)**

Museum Collections Care Local/Fife ArchivesResearch

Education/ Outreach Exhibitions Work (practical) AdministrationOther (please detail below)

**Availability**

**At which of our Fife Cultural Trust Venues are you willing/able to volunteer?**

Dunfermline Museum & Galleries Kirkcaldy Galleries

St. Andrews Museum Glenrothes Archive Store

**When can you volunteer? Please tick below what would suit you:**

Weekdays Weekends

Morning Afternoon Evening

Any day Specific days (please detail below)

**Additional information**

How did you find out about our volunteering opportunities?

Our Website Social Media Another Website  Our Staff

A Volunteer Volunteer Centre Press article Other

**References**

Before you can take up a volunteering position with us, we will require to obtain a suitable reference to confirm your suitability for the role. Your referees cannot be family members.

Please give us details for **two** people we may contact for references:

Referee 1

Name

Address

Phone Email

Relationship to you (e.g employer, neighbour)

Referee 2

Name

Address

Phone Email

Relationship to you (e.g employer, neighbour)

Data Protection Act 1998

Fife Cultural Trust will only use the information provided by you to assess your suitability to volunteer with us. We reserve the right to gather information from other sources too, for example, by using your references. We will not contact other parties without asking you first. In addition, we request information on a separate sheet which will be used for equal opportunities monitoring purposes. This information is always kept separate from personal details and remains confidential. It enables us to check whether we are attracting volunteers from diverse backgrounds and to make changes if we are not.

**DECLARATION**

I confirm that all of the information contained in this application is, to my knowledge, true and correct at the time of completion (please tick to confirm)

I confirm that I have never been convicted or charged with a criminal offence and do not have any ‘unspent’ criminal convictions (please tick to confirm or read the statement below and provide details of all ‘unspent’ convictions.)

**Recruiting Volunteers with Criminal Records**

We recognise the contribution that ex-offenders can make as volunteers and welcome applications from them. A person’s criminal record, in itself, will not automatically prevent that person from volunteering with Fife Cultural Trust.

Failure to disclose relevant information or providing false or misleading information will result in immediate withdrawal of the volunteering opportunity.

**Please provide full details of all ‘unspent’ convictions below (you are not required to disclose convictions that are ‘spent’ under the Rehabilitation of Offenders Act 1974)**

Signed Date

Data Protection Act 1998

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