

**OnFife Volunteer Application**

**Volunteer Role**

**Personal Details**

**Name**

**Address**

**Postcode**

**Phone**   **Mobile**

**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** **Phone**

**Relationship to you** (e.g partner, friend)

**Access Requirements**

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

**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.

We’re looking for not more than 300 words approximately, feel free to use bullet points.

**Background and interests**

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

We’re looking for not more than 300 words approximately, feel free to use bullet points.

**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

 ☐ Education/ Outreach ☐ Exhibitions Work (practical)

 ☐ Administration ☐ Research

 ☐ Other (please detail):

**Availability**

**At which of our OnFife Venues are you willing/able to volunteer?**

 ☐ Dunfermline Carnegie Library & Galleries ☐ Kirkcaldy Galleries

 ☐ St. Andrews Museum ☐ Rothes Halls

 ☐ Lochgelly Centre ☐ Carnegie Hall
 ☐ Fife Collections Centre ☐ Duloch Library

 ☐ Other (please detail):

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

 ☐ Weekdays ☐ Weekends

 ☐ Morning ☐ Afternoon

 ☐ Any day ☐ Evening

 ☐ Specific days (please detail):

**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 (please detail):

**References**

Before you can take up a volunteering position with us, we will require to obtain a character reference to confirm your suitability for the role. Your referees cannot be family members. OnFife is an inclusive organisation, if you are unable to provide two references or have any enquiries, please contact volunteer@onfife.com.

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):

**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**

OnFife recognises the contribution that people with convictions can make as volunteers, and we welcome their applications. A person’s criminal record will not automatically prevent them from volunteering with OnFife.

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:

OnFife takes your privacy very seriously and complies with data protection legislation at all times when processing your personal information. We are the data controller of any personal data that you provide to us, for more information about how we store and process your data our full Privacy Policy can be viewed here: [Privacy Policy - OnFife](https://www.onfife.com/privacy-policy-2/)**.** We reserve the right to gather information from 3rd parties e.g. information from references you have provided. We will not contact other parties without your permission. Any information we gather for equal opportunities monitoring purposes is always kept separate from personal details and remains confidential.