

 Volunteer Application Form

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| **Personal Information** |
| Title: | Forename: | Surname: |
| Address |
| Tel No.   | Mobile Phone No. |
| Email Address: | Are you over 18? |
| **Emergency contact details**  |
| Title: | Forename: | Surname: |
| Relationship to you: | Mobile Phone No. | Email Address: |
| **Some volunteering opportunities may involve work or contact with vulnerable adults and children – known as Regulated Activity – a potential volunteer may be required to complete a Disclosure and Barring Service (DBS) check.** All convictions, however old, must be declared. Convictions **do not** necessarily stop you from volunteering and this can be discussed in more detail at your volunteer interview.**Do you have an unspent criminal conviction? YES** [ ]  **NO**[ ] **Do you have any convictions which are exempt****under the 1974 Rehabilitation of Offenders Act? YES** [ ]  **NO**[ ]  |
| **Skills / Interest / Experience** |
| Please provide details of any skills/ qualifications/ interests or experience you think is relevant |  |
| Other skills or interests |  |
| Role applying for: |  |
| Why do you want to volunteer in this role and what do you hope to gain from it? |  |
| Where did you find out about volunteering with us?  |  |
| **Availability** We typically ask for a two hour commitment per week, please let us know your availability below: |
| Monday | AM [ ]  | PM[ ]  |
| Tuesday | AM[ ]  | PM[ ]  |
| Wednesday  | AM[ ]  | PM[ ]  |
| Thursday  | AM[ ]  | PM [ ]  |
| Friday  | AM[ ]  | PM[ ]  |
| **References** |
| Please provide the names and contact details of two people who we may contact as referees. |
| Name:Address: Tel No:Email: Relationship to you: | Name:Address: Tel No:Email: Relationship to you: |

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| **Declaration** |
| I have read and understood the Ure Museum volunteer policy. I declare that the information I have provided is correct. Signature: Date: |

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|  **Data Protection** |
| Volunteers’ personal data is held securely at the Ure Museum and will not be shared with third parties, in line with University of Reading’s Data Protection and GDPR guidelines. For more information, go to **http://www.reading.ac.uk/internal/imps/** and our museum volunteer policy. |

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| Equal Opportunities Monitoring |
| The University of Reading operates a policy of equal opportunity and fair treatment for volunteers. To assist us in monitoring this policy, and for this reason only, applicants are asked to give details of their ethnic origin, gender and any disability. Your answers to these questions will help us maintain fair selection for all.Gender (Sex Discrimination Act 1975)Male [ ]  [ ]  Female [ ]  [ ] **Ethnic Origin (Race Relations Act 1976)**Please tick the box that best describes you:Asian or Asian BritishIndian [ ]  [ ]  Pakistani [ ]  [ ]  Bangladeshi [ ]  [ ]  Asian [ ]  [ ] Other (Please state)      Black or Black BritishCaribbean [ ]  [ ]  African [ ]  [ ]  Black [ ]  [ ]  Other (Please state)      MixedWhite & Black Caribbean [ ]  [ ]  White & Black African [ ] [ ]  White & Asian [ ]  [ ]  Mixed [ ]  [ ]  Other (Please state)      Other Ethnic GroupsChinese [ ]  [ ]  Other Ethnic Groups (please state) [ ]       WhiteBritish [ ]  [ ]  Irish [ ]  [ ]  Other White Background (please state)      **Do not wish to declare** [ ] [ ]  |
| **Age** |
| 14-18 [ ]  19-24 [ ]  25-44 [ ]  44-64 [ ]  65 or over [ ]  Prefer not to say[ ]  |
| Disability Discrimination Act |
| We welcome applications from people with disabilities. The Disability Discrimination Act defines disability as “any physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”.Do you consider yourself to have a disability which falls within this definition? **YES**[ ] [ ]  **NO** [ ] [ ] If yes, please give details:     Is there anything about your disability which is relevant to this role? **YES**[ ] [ ]  **NO**[ ] [ ] If yes, please give details:     Would the provision of any aids or adaptations assist you in carrying out the role? **YES**[ ] [ ]  **NO** [ ] [ ] If yes, please give details:     Is there anything we need to know about your disability in order to provide you with **YES**[ ] [ ]  **NO** [ ] [ ] any help you may need for the interview, e.g. a sign language interpreter, or an easily accessible interview room)?If yes, please give details:     Please continue on a separate sheet if necessary. |