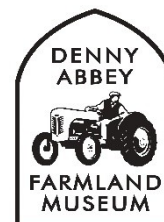


The Farmland Museum and Denny Abbey

Volunteer Application Form



We appreciate all applications to volunteer and it is important that we identify the best way we can work together. We ask everyone who would like to volunteer for the museum to fill in this form to ensure that staff have all of the information needed to identify suitable opportunities for you.

We ask all potential volunteers to meet with a member of staff or trustee for an informal chat so that we can get to know you and answer any questions you might have, or you may have been to one of our drop-in recruitments or spoken at a community stall. If not possible, we will phone you at an agreed time to run through this.

After our meeting, we will also ask for two character references as we have a duty of care to our existing volunteer community, our visitors and staff. In addition, anyone wishing to take part directly in activities with children or adults at risk will need a current DBS check completing.

Ideally, we will be able to find suitable roles for everyone interested in volunteering for the museum but there may be cases where this is not possible and we hope that you will understand this.

Please complete the form electronically or, if handwritten, in block capitals. All personal information will be stored in line with our *Confidentiality and data protection policy* and will be treated confidentially and stored securely.

Personal Information		
Forename(s)		
Surname		
Date of birth		
Contact details		
Address		
Town		
Postcode		
Telephone	Home	
	Work	
	Mobile	
Email		
Additional personal information		
Do you require any specific facilities or adjustments to support your involvement at the museum?		
Do you have any medical conditions, including dietary requirements, of which our first aiders and staff should be made aware? (if you prefer, you may verbally pass these on to Management).		

Next of Kin in case of an emergency:

Name	
Relationship	
Tel/Mobile	

Volunteer opportunities

We have many different regular and occasional opportunities for our volunteers. If you would like to be involved in any particular area(s) please identify that here:

Office administration	Maintenance	Café	Museum guide
Publicity	Gardening	Kiosk	Holiday craft activities
Fundraising	Cleaning	Book shop	Group visits
Research	Collections cleaning	Collections cataloguing	Education/school visits
Event days – these vary throughout the year and a great way to represent the museum publically.			
Other (please specify)			

Availability

Please indicate when you are available to volunteer.

	Bank hol Mons	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Frequency

Please indicate how often you would like to volunteer.

Daily	Bi Weekly	Weekly	Monthly	Event days only	Other (please specify)
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Skills and experience**Experience**

Please outline any relevant experience or skills.

Education/Training/Qualifications

Please outline any relevant qualifications or training (including dates)

What do you hope to gain from your volunteering position with the museum?

(this helps us to support you in your role and offer you new opportunities)

Please give details of two referees, to whom you are not related, willing to give character references. The contact information for your referees will be destroyed on completion of the recruitment process

References	
Referee 1	
Address	
Telephone	
Email	
Relationship	
Referee 2	
Address	
Telephone	
Email	
Relationship	

Declaration

I agree to my personal information being stored confidentially by The Farmland Museum for administration purposes only. No details will be shared with any other organisation, and that I can ask for a copy of the details held about me at any time.

Volunteer	
Name	
Signature	Date
Volunteer Parent/Guardian (only if volunteer is under 18 years old.)	
Name	
Signature	Date
Staff (on behalf of the Farmland Museum)	
Name	
Signature	Date

Please return form, marked **PRIVATE & CONFIDENTIAL** to:

Sarah Michael, Museum Manager sarah.michael@farmlandmuseum.org.uk
The Farmland Museum and Denny Abbey, Ely Road, Waterbeach, Cambridgeshire CB25 9PQ

March 2020