# Volunteer Registration Form - (please write clearly)

THE INFORMATION YOU PROVIDE WILL BE TREATED CONFIDENTIALLY

Title \_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (communication is via emails) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you DBS registered Yes / No (please circle)

If you have any ongoing health issues or allergies that we should be aware of, in our duty of care to you as a volunteer, please explain? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Are you willing to be called in to BSA to help Steward at short notice? Yes / No (please circle)
* If Yes, what notice would you require? 1 hour / 2 hours’ notice / or \_\_\_\_ hours (please circle)

*We try to keep the gallery open, but sometimes people are unable to come in. It would be very useful if we could have people to contact at short notice.*

What skills do you have that you think might be valuable to the Black Swan Arts in terms of volunteering, or that you might like to be involved in? **Please circle**. For example, but not limited to:

Database management

Photography

Organising the office

Marketing/Press

Social Media

Painting walls

Upgrading décor

Helping at events

Writing or editing materials

Website

Annual spring clean

Other skills or interests that you think might be useful to Black Swan Arts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am happy for my details to be used in internal communications by BSA staff and volunteers (please tick)

REFERENCES

At Black Swan Arts we want to provide volunteers, staff and our visitors with a safe, reliable and fun experience. We have a responsibility to safeguard the people we work with and asking for references is part of this process. Please provide details of two referees to support your application and provide e-mail addresses and telephone numbers as this will greatly speed up the application process. Please let them know we will be contacting them in the next few days.

**Please don’t put relatives as your referees**, as we cannot accept them; however, people such as ex-employers, people you may have volunteered for in the past, a social worker or anyone you have a professional relationship with are fine. One of your referees can be a friend, someone you have worked with, or a fellow volunteer.

If you have any reservations about giving details of referees, or our referencing process, please get in touch with the Volunteer Coordinator.

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| **Name** | **Name** |
| **Relationship to you** | **Relationship to you** |
| **Telephone** | **Telephone** |
| **Email address** | **Email address** |

ESSENTIAL INFORMATION

## Recruitment process

* All volunteers will have a conversation with the Volunteer Coordinator / Centre Manager – either face-to-face or by telephone
* All volunteers need to complete a registration form
* They need to supply name, telephone number and email address of a referee
* Shortly after joining each volunteer will have an induction talk

## New volunteers need to bring in one of the following (please circle)

● Current passport ● Current driving licence ● Recent household bill or bank statement with home address

## ***The volunteers will work with several people including:***

● Centre Manager ● Volunteer Co-ordinator ● Curator / Show administrator ● Café or shop ● Trustees

## Centre Manager / Volunteer co-ordinator

Emma Warren is the first point of contact. Her mobile is 07811 217096.

Morag Stuart – Volunteer co-ordinator 07986 847849

|  |  |  |
| --- | --- | --- |
| **Signature** | **Name** | **Date** |
|  |  |  |

Office Use: Proof of identity checked References checked Induction completed