

St Edmundsbury Borough Council
Heritage Service
Volunteer Application Form



St Edmundsbury
BOROUGH COUNCIL

Personal Details

Title		Forenames		Surname	
Address				Tel (home)	
				Tel (work)	
				Tel (mobile)	
Postcode				Email	
Emergency Contact 1 – <i>(Name and telephone number)</i>				Emergency Contact 2 – <i>(Name and telephone number)</i>	

Employment/Educational Details

Employment <i>(Please tick as appropriate)</i>		
<input type="checkbox"/> Full time	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Retired
<input type="checkbox"/> Part time	<input type="checkbox"/> Student/Training	<input type="checkbox"/> Other
<input type="checkbox"/> Self Employed	<input type="checkbox"/> Primary Carer	
Are you in full time Education?	If so where?	Year
If you are under 18, or have a disability an individual risk assessment will be completed with you before you start.		
If employed, please give your present employment –		
If retired, please give your previous employment –		
Do you have any skills, interests or hobbies which you feel may be relevant to Volunteering in Heritage?		

Name and address of 2 referees - *who are not relatives/friends only, who are willing to be contacted about you. [NB for students-1 reference from education and 1 personal]*

1	2
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Form continued overleaf

Volunteering Details

Please indicate which areas of voluntary work with the Heritage Service are of the most interest to you?
(Please tick all appropriate boxes)

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Museum | <input type="checkbox"/> Visitor Data | <input type="checkbox"/> Publicity & Marketing |
| <input type="checkbox"/> Village | <input type="checkbox"/> Events & Activities | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Park | <input type="checkbox"/> Collections | |

Volunteering experience (please tick as appropriate)

- | | | |
|--|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Not within 12 months | <input type="checkbox"/> Currently volunteer
(please give details below) |
| <input type="checkbox"/> Returning to Voluntary work | <input type="checkbox"/> Don't know | |

What attracted you to voluntary work with the Heritage Service?

When are you regularly available? (Please tick all appropriate times)

- AM – Mon Tue Wed Thu Fri Weekends – AM PM
PM – Mon Tue Wed Thu Fri Date you are able to start:

PREVIOUS CONVICTIONS Positions involving frequent access to **children or vulnerable people** are exempt from the Rehabilitation of Offenders Act, 1974, under the ROA 1974 (Exemptions) Order, 1975 and we require a satisfactory enhanced Criminal Records Bureau disclosure prior to starting volunteering. If this is a requirement we would encourage you to provide details of any criminal convictions including spent convictions, cautions and bind-overs in accordance with our policy available with this form.

For all other volunteering roles only those convictions which are considered "unspent" need to be declared.

Details of Convictions or any cases pending (please state n/a if appropriate)

DECLARATION

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds. For further information, see <http://www.stedmundsbury.gov.uk/dataprotection>.

I declare that to the best of my knowledge the information given in this form is complete and accurate. I understand that the canvassing of any Councillor or employee of the Borough Council, or giving any false information or omitting to give information, may make me ineligible for volunteering or we may terminate the volunteering.

Signature

Date

Please return completed form to:
West Stow Anglo-Saxon Village & Country Park
Icklingham Road
West Stow
Bury St Edmunds
IP28 6HG