

VOLUNTEER APPLICATION FORM

PERSONAL DETAILS

First name	
Surname	
Date of Birth (If you are under 18 it is essential that this is provided):	
Address	
Home telephone	
Mobile telephone	
Email	

EMERGENCY CONTACT

Name	
Telephone	
Relationship to you	

MEDICAL CONDITIONS

Do you have any medical conditions, including allergies, of which we should be aware?	Yes / No
If yes, please give details:	

ACCESS

Do you consider yourself to have a disability?	Yes / No
If you answered 'yes' to this question, do we need to make reasonable adjustments? Please provide information	
OCCUPATION/INTERESTS	

I am currently	<input type="checkbox"/> In full-time education <input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Full-time carer	<input type="checkbox"/> Homemaker/full-time parent <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired
Skills and interests relevant to volunteering at the John Peel Centre		
Why are you interested in volunteering at the John Peel Centre?		

Volunteer Opportunities

The JPC offers a wide choice of volunteering experiences to appeal to, and accommodate, our diverse community.

Please tick the area(s) that you would be interested in getting involved in.

Administration		Photography / Video Production / recording	
Bar work		Marketing / data collection / Leaflet distribution	
Catering		Graphics design – posters, etc	
Cleaning		Finance	
Box Office / Front of House		Fundraising / grant applications	
Stewarding		Legal, Contracts	
Children / Family Activities		Programming and events	
Day time events / activities		Organising workshops	
Events Set Up - Stage and seating		Maintenance – Building; DIY	
Lighting for events		Maintenance - Outdoor	
Sound engineering			

Please tick the days and times you are interested in volunteering with us.

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

REFERENCES

Please provide details of two referees, one of which can be personal.

Education/employment referee	
Name	
Position	
Company	
Telephone	
Email	
Personal/character referee (not a family member)	
Name	
Position	
Company	
Telephone	
Email	

DATA PROTECTION

At the JPC we value our volunteers, and your privacy is very important to us. The personal information you provide on this form will be held and processed by the JPC for the purposes of volunteer recruitment, correspondence and, where appropriate, DBS (Disclosure and Barring Service) checks. Holding this data is necessary:

- a. for the purposes of our contract with you, and
- b. for the performance of the legitimate interests of the JPC.

Under the terms of the General Data Protection Regulation, 2018, personal details of those taking part and recorded on this form will be used and stored by the John Peel Centre for the purposes of recording consent. We will not share your information with third parties unless they are acting under contract on our behalf.

Volunteer information is kept electronically on the JPC database, which is password protected, on the JPC server and a hard copy of this application is held in a locked filing cabinet.

We will endeavour to contact you annually to ask you to 'opt in' to remain on our volunteer list. If you do not opt in, we will destroy your details within 3 months. If you request to be removed from our volunteer database, which you can make at any time, you have the right to do so, and we will remove your details immediately. Requests should be addressed to the General Manager of the JPC.

Police and Criminal Record

Are you willing to be DBS checked? (Please tick if 'yes') **Yes / No**

Do you have any criminal convictions? (other than minor driving offences) **Yes / No**

If 'yes' this will be discussed further in person.

CONSENT

I authorise the John Peel Centre to process my personal data manually and electronically as part of my volunteer record. This information will be used to contact me, my next-of-kin if necessary, and my references. I authorise the John Peel Centre to provide any medical information it contains to health professionals in the case of an emergency.

We may also use this data to report on our volunteering programmes to stakeholders. This data will not identify you as an individual.

Are you happy with the John Peel Centre holding and processing your data this way?	
--	--

Signature (and name, if consenting on behalf of someone else)	
---	--

Date	
------	--

Under the terms of the General Data Protection Regulation, 2018, personal details recorded on this form will be used and stored by the John Peel Centre for the purposes of recording consent.