



CONFIDENTIAL

Sunderland Maritime Heritage

VOLUNTEER APPLICATION FORM

Thank you for your interest in volunteering for Sunderland Maritime Heritage (SMH).

Our aim is to provide volunteering opportunities for people to add value and build capacity at our centre. We are keen for you to help us by offering any current skills etc. you have. In return, we hope to give you an opportunity to acquire new skills and interests, form new friendships and enjoy volunteering with us.

We recognise that you are volunteering and will work with you to create a mutually enjoyable and beneficial relationship and not ask you to carry out any task that you feel is inappropriate or unrealistic.

The information you provide in this application will help us decide how you might help us. Please give as much information as you can about your experiences interests and availability to volunteer. If you have any questions, please do not hesitate to contact us.

Personal information

First name: _____ Surname: _____ Title: Mr/Mrs/Ms/Miss

Home Address:

Postcode:

Contact telephone numbers:

Email:

Date of birth:

Emergency Contact

Please provide details below of the person we should contact on your behalf in the event of an emergency. Please ensure this person is aware you have given us their details and assure them that the details will be held on this form only in a secure location and will be only be disclosed to authorised personnel.

First name: _____ Surname: _____ Title: Mr/Mrs/Ms/Miss

Home Address:

Postcode:

Contact telephone numbers:

How are you related to this person?

Your interests and reasons for applying to volunteer

Interest and Motivation:

Please explain why you would like to volunteer at SMH

Skills and experience:

Please list below, details of skills or experience which could be a benefit to SMH. This can include skills gained from employment, hobbies or interests etc.

What would you like to do as a volunteer at SMH?

Please let us know which areas you would like to be involved with at SMH

- | | | | | | | | |
|----------------------------|--------------------------|------------------------|--------------------------|-----------------------------|--------------------------|----------|--------------------------|
| Guiding visitors | <input type="checkbox"/> | Administrative tasks | <input type="checkbox"/> | Working on our wooden boats | <input type="checkbox"/> | | |
| Refurbishment projects | <input type="checkbox"/> | Cataloging of exhibits | <input type="checkbox"/> | Media sites | <input type="checkbox"/> | Research | <input type="checkbox"/> |
| Funding/grant applications | <input type="checkbox"/> | | | | | | |
| Anything else? | | | | | | | |

When could you volunteer with us?

The centre is normally open from 10:00 am to 4:00 pm on Monday, Wednesday & Friday, sometimes less in winter. We also sometimes open on a Saturday from 10:00 am to 2:00 pm

Please confirm below which days you would be available

Monday Wednesday Friday Saturday

In addition to your normal role, would you be willing to help occasionally with any of the following:

Yes No Showing visitors/school groups around our centre

Yes No Helping at fundraising events

Yes No Taking part in re-enactments

Support and health needs

Do you have any disabilities, health needs or extra needs we should be aware of when organising your volunteering?

Yes No

If **yes**, please give details to help us plan your volunteering:

Declaration of Criminal Records

Do you have any unspent criminal convictions? (You do not need to disclose convictions deemed as 'spent' under the Rehabilitation of Offenders Act 1974)

Yes No

A criminal record does not necessarily prevent you becoming a volunteer. A Disbarring and Service Check may be required as described in Charity Commission guidelines.

References

In order to protect the interests of SMH we may take up references. Please give the names, addresses and contact telephone numbers of two people (not personal friends or relatives) who have known you ideally for at least two years that we can contact. If possible, these should be your past employers, a teacher, tutor or social worker or you can ask our Secretary who would be best

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone no:	Telephone no:
Email address:	Email address:

Data Protection

At Sunderland Maritime Heritage we value your support and promise to protect your privacy. The data we gather is managed in line with the current General Data Protection Regulations. We will not disclose, or share, personal information supplied by you with any third party organisation without your consent.

I agree to my personal information being kept by Sunderland Maritime Heritage

Personal Declaration

I understand and agree that data contained in this application form will be used for volunteer recruitment purposes and may be held in a computer database. I also consent to Sunderland Maritime Heritage holding this in paper form in a secure area.

I confirm that all the information I have given is correct and complete and that any false information may result in my services being termination.

Signed:

Print Name:

Date: