

Volunteer Application Form

Thank you for your interest in volunteering for Stourbridge Glass Museum

We need you to tell us about yourself so we can see how you would fit within our organisation and help us find the right role for you.

All the information you give us will be held securely on the Volunteer database and is strictly confidential. There is a full statement about volunteer data collection and a declaration for you to sign at the end of this form.

Please complete all parts of the form.

Personal Details:			
Title:		**Mobile Tel:**	
Surname:		**Work/Daytime Tel:**	
First name(s): *in full*		**Home Tel:**	
Home Address: *Include postcode*			
Email Address:			
Next of Kin			
Name: **Relationship to you:** **Phone Number(s):**			

About Volunteering					
What volunteering roles are you interested in?					
Tour Guiding		**Collections Care**			
Front of House		**Other roles within the Museum**			
Have you volunteered for us before?				Yes	No
Have you volunteered for another organisation before?				Yes	No
What has inspired you to volunteer?					
How did you hear about volunteering?	Leaflet	From TV/radio	Local paper	Word of mouth	
	Our website	Another website	Other (please tell us)		
Please give brief details of your SKILLS AND EXPERIENCE This can include employment background, formal, informal and work-based training. If you wish to include a CV separately, please attach one to the form.					
Please give brief details of your BACKGROUND AND INTERESTS					

Availability – Please tick the relevant boxes to give us general idea of your availability					
	Tues	**Wed**	**Thurs**	**Fri**	**Sat**
Morning					
Afternoon					
Evening					

Please note the museum is shut on Sundays and Mondays

Referees

We want to provide volunteers, staff and our visitors with a safe, reliable and enjoyable experience. We ask volunteers for a reference to make sure that we know what to expect and that you are serious about committing time to us.

Please provide details of two referees to support your application. Referees should be people such as employers, ex-employers, tutors, people you have volunteered for in the past or someone with whom you have a professional relationship. One of the referees can be a friend, someone you have worked with or a fellow volunteer. We do not accept relatives as referees.

	Referee 1	**Referee 2**
Name		
Relationship to you		
Address		
Postcode		
Telephone		
Email Address		

Volunteers Data Collection Information

The information you provide will be used to process your application and help us with induction if you join our volunteer team. Application forms sent to be us via email will be held on a secure server and paper forms will be kept in a locked filing cabinet. If you no longer wish to volunteer with us then all personal information will be deleted.

I understand the above data collection information
Signed:

Please return this form to: info@stourbridgeglassmuseum.org.uk alternatively post to Volunteer Coordinator, Stourbridge Glass Museum, High Street, Wordsley, Stourbridge DY8 4FB

OFFICE USE ONLY

PROCEDURE	**Date**	**Comments**
Initial contact to arrange interview		
Interview taken place		
References obtained		
Set up on 3Rings		
Induction		
Added to master volunteer spreadsheet		
Badge created and issued		