



Volunteer Application Form

To the Volunteer: Please keep this sheet

Thank you for expressing your interest in becoming a volunteer for Kirkby Gallery and/or Prescott Museum. Please take a few minutes to complete our application form.

Data Protection:

- At no time will we provide any of your details to a third party without your permission.
- You have the right to see any information about you that we hold in a retrieval system such as a computer database or paper index system.
- You have the right to challenge us about any information relating to you we hold in a retrieval system and have this changed.
- You have the right for your details to be removed from a retrieval system.
- We may compile statistical data from time to time but this will never include references to a particular individual.
- In order to keep you up to date with information and events we may include you in our mailing list or email list.
- We will never sell or give our mailing lists to a third party.

Disclosure and Barring Service

To volunteer in either Prescott Museum or Kirkby Gallery we require you to undergo a Disclosure and Barring check, to which we will facilitate for you. Checks will be undertaken by Knowsley Council and will be valid for 2 years.

Please complete and email back to: tina.ball@knowsley.gov.uk
Telephone: 0151 443 4936 / 07867 641 919

Volunteer Application Form

Personal Details

Title	
First Name	
Surname	
Address	
Postcode	
Email address	
Contact number	
Date of Birth	

Do you have any special requirements that need to be taken into account when volunteering within our venue/s? (e.g. Access requirements etc.) Yes No

Please specify:

What are the main reasons that have motivated you to become a volunteer?

Previous work / voluntary work details:

Please tell us something about you – any interests, life skills or experience that you feel will be of value to your potential volunteering placement opportunity?

Volunteering Timetable

Availability:		Mon	Tues	Wed	Thu	Fri	Sat	Virtual
(When do you want to volunteer?)	a.m.							
	p.m.							

Please tick the appropriate boxes

Note: a.m. is 9am – 1pm and p.m. is 1 – 5pm

Note: Volunteering in Prescott Museum takes place only on Wednesdays

Note: We are exploring if any volunteering tasks can be undertaken online where possible.
Tick if you are interested and able to be a virtual volunteer

Where do you want to Volunteer? Please tick

Prescot Museum	
Kirkby Gallery	

Note: The Collections Store can only be accessed by three long flights of stairs, no lift is available. If you have limited mobility, there are some tasks which can be undertaken in the Activity Room which is on the same level as Prescott Museum and has step-free access; as it is a shared meeting room, it is not always available.

Please give the names, addresses and telephone numbers of two people (not relatives) who have known you well for at least two years and would be able to comment on your suitability for volunteering in the area and activity ticked above.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Post Code		Post Code	
Telephone Number		Telephone Number	
Email		Email	

In what capacity does each of your referees know you?

Referee 1	Referee 2

CRIMINAL CONVICTIONS

Knowsley MBC aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account only when the conviction is relevant.

Volunteering roles that involve working with children, vulnerable groups or finance are exempt from the provisions of the Rehabilitation of Offenders Act and volunteers in these types of roles must disclose all criminal convictions and cautions whether or not they are spent.

Under the Rehabilitation of Offenders Act 1974, you are required to give details of any convictions, which are not 'spent'. In addition, the Council requires you to disclose any cautions and binding over orders that you have received in the last 12 months. Failure to do so may result in a volunteer arrangement being terminated.

DECLARATION:

I confirm that the information I have given on this form is correct and complete, and I agree that you may contact the people whose names I have given as referees.

I understand that misleading statements may be sufficient grounds for cancelling any volunteer agreement made.

In accordance with the Data Protection Act 1988 I give my consent for the information contained in this form to be processed and stored.

Signature	Date
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