

Event Volunteer Application Form

Thank you for your interest in becoming an Event Volunteer with the gunnercooke foundation and House of Books & Friends CIC. This form asks for your basic contact information and a little background information on what you'd like to get out of volunteering for us.

Please email your completed form to admin@thegunnercookefoundation.com

If you don't have access to an email, you can post your paper version using the address shown on the last page. You can also pick up a paper version of the form at House of Books & Friends, and hand it in to a member of staff. If you need any assistance completing this form, please contact us.

Personal Details

Preferred Title	
First Name	
Surname	
Address	
Post Code	
Telephone Number (mobile)	
Telephone Number (home)	
Email address	

We will usually contact you via email unless you notify us otherwise. Please check the box if you wish to receive correspondence by post: ☐

When you join us as a volunteer, your email address will be added to our mailing list for the House of Books & Friends newsletter and our volunteer specific mailing list. These are one of the main ways we communicate updates, news and volunteering information - if you wish to opt-out from the mailing list please let us know.

Volunteer Role

Please tell us why you want to volunteer with the gunnercooke foundation and House of Books & Friends, and what you hope to get from your experience with us. This can include any relevant voluntary or paid experience, or any qualifications, hobbies or interests that you have had that you feel would help you undertake the role.

Why would you like to be an Event Volunteer with the gunnercooke foundation and House of Books & Friends CIC?

Other skills/interests that may be of use? E.g. other languages spoken, hobbies

Where did you find out about our volunteer opportunity?

Availability

When would you be able to volunteer with us? Please provide the times you are available.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

We may have events on a Saturday or Sunday. Would you be willing to volunteer at a weekend? If so, what day/s?	
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Do you have any access needs that we should be aware of so we can support your volunteering with us? For example, induction loop, wheelchair access etc.

Supporting Information

Please provide us with the name of a person to provide a reference.

Referees must be over the age of 18 and must not be related to you. These can be previous employers, college or university tutor, personal acquaintances or anyone else who can comment on your suitability for the volunteer role.

Referee Full Name	
Address	
Telephone	
Email	
How do you know this person?	

Declarations

Disclosure and Barring Service (DBS)	<i>As your role may involve you working with young people and vulnerable adults, we may require you to complete a DBS disclosure.</i>
Are you willing to undertake a DBS check when necessary?	YES / NO

Data Protection	As part of the volunteer recruitment procedure, we will collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relation to the volunteer recruitment procedures for a minimum of 12 months after the date of which it is submitted. Any information of this nature will be treated confidentially. Sensitive personal data is defined as information relating to any of the following; racial or ethnic group, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions. For the purposes of the Data Protection Act 1998 the Data Controller is the gunnercooke foundation.
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I declare that the information in this application form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to sensitive personal information being recorded and stored securely by the gunnercooke foundation.

Signed	
Date	

Electronic signature/written signatures are both accepted

Please note: As this is the first time we're running this programme, to help us get things off to the best possible start, we're recruiting a small number of volunteers for our first intake. We'd love to hear from everyone who's interested, but please be aware that places are limited. If you're not selected for this first round, we'll keep your details (with your permission) and let you know about future opportunities.

Thank you for completing this application form and your interest in volunteering with the gunnercooke foundation and House of Books & Friends CIC.

Please return this form to admin@thegunnercookefoundation.com or a hard copy to House of Books & Friends, 81 King Street, M2 4AH

We will be in touch after we receive your application.

