

**Volunteer Application Form**

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| Volunteer Role Title: | *Visitor Information* |
| Please tell us how you heard about this opportunity: |  |

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| --- | --- | --- | --- |
| Last Name: |  | First Name: |  |

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| --- | --- |
| Address: |  |
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|  |  |
| --- | --- |
| Postcode: |  |

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| --- | --- | --- | --- |
| Home Telephone No.  |  | Daytime Contact No. |  |

|  |  |
| --- | --- |
| E-mail address: |  |

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| Are you already volunteering for Pavilions Teignmouth? | Yes | ☐ | No | ☐ |

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our volunteer recruitment process?

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Please tell us why you would like this role.

Please highlight your skills that you feel would be relevant to this voluntary role, including any relevant experience from employment, volunteering or education.

**Availability**

Please indicate your availability for volunteering in this role:

Seeking regular volunteering each week ☐ Seeking ad-hoc volunteering ☐

Monday: Morning 10am to 1pm ☐ Afternoon 1pm to 4pm ☐

Tuesday: Morning 10am to 1pm ☐ Afternoon 1pm to 4pm ☐

Wednesday: Morning 10am to 1pm ☐ Afternoon 1pm to 4pm ☐

Thursday: Morning 10am to 1pm ☐ Afternoon 1pm to 4pm ☐

Friday: Morning 10am to 1pm ☐ Afternoon 1pm to 4pm ☐

Saturday: Morning 10am to 1pm ☐ Afternoon 1pm to 4pm ☐

When would you be available to commence volunteering in this role?

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Please advise of any holidays booked during 2016

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Please give the names and addresses of two referees. They should know you from employment, volunteering or education. If you are unable to provide referees from these areas, please clearly outline who your referees are. (If you are a current volunteer for Pavilions Teignmouth and have already given your references, there is no need to complete this section):

|  |  |
| --- | --- |
| Referee 1: | Referee 2: |
| Name |  | Name |  |
| e-mail |  | e-mail |  |
| Phone |  | Phone |  |
| Nature of relationship |  | Nature of relationship |  |

Please tell us if there are any dates when you will not be available for a volunteer interview (during wc 25th April wc 2nd May, wc 9th May, wc 16th May)

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| Please complete the following declaration and sign it in the appropriate place below. *I agree that Pavilions Teignmouth CIO can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.****I confirm that all the information given by me on this form is correct and accurate***  |
| **Signed:** |  | **Date:** |  |
|  |

 *(If you are sending by email you can print name)*

Please return a copy of the form, for attention of Nikki Small, Manager, to Pavilions Teignmouth Box Office during opening hours (Mon to Sat 10am to 3pm or open 1 hour before a performance) or email it to dawn@pavilionsteignmouth.org.uk . Please complete and return by end of the day on Thursday 28th April – please note that if you miss this deadline it is not too late! You can still return your form as it is an ongoing volunteering vacancy .