

VOLUNTEERS APPLICATION FORM

All information is treated as confidential



Volunteer position applied for: _____ <i>(if applicable)</i> Closing Date for Applications: ____ / ____ / ____ <i>(if applicable)</i> Where did you see/hear of this position? _____	Return Address: Museum of British Road Transport Millennium Place Hales Street Coventry CV1 1JD
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Personal Details – Please complete this section in capital letters

Title: Mr/Mrs/Miss/Ms

Last name:..... First Name(s).....

Address:.....

.....

Post Code:.....

Home Telephone Number:..... Mobile Telephone Number:.....

Other Contact Number.....

E-mail Address.....

What type of Volunteering are you interested in? Please tick relevant box(es)

- | | |
|---|---|
| <input type="checkbox"/> Archive
<input type="checkbox"/> Customer Services/Museum Assistant
<input type="checkbox"/> Administration
<input type="checkbox"/> Other (please state) | <input type="checkbox"/> Marketing
<input type="checkbox"/> Historical
<input type="checkbox"/> Collections Care
<input type="checkbox"/> Retail |
|---|---|

Availability

Please state what days and times you are available to volunteer

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Term Time Only Y / N School Holidays Only Y / N All times Y / N

Would you like information regarding the Museum Friends Group? Y / N

Education/Training

Please enter here any education/training that you feel is relevant to the volunteer position you are apply for.

Date(s)	Level	School/College/University	Subject/Course Title	Result

Your Expectations

Our aim is to make volunteering as rewarding as possible

Please indicate below which reasons reflect your motives for volunteering

- To learn something new
- To feel I'm giving something back to the community
- To contribute to a prestigious Museum and preserve our heritage
- To fill in some free time
- To gain experience
- To add new skills to my CV
- To change direction of my career
- To meet new people
- To contribute my skills and knowledge
- I have always wanted to work in a Museum
- To do something completely different

Other reasons: _____

What do you think you could give to the Museum?

- Knowledge of industries of Coventry
- Skill no longer used in industry but may be useful with Museum Collection
- Previous experience of volunteering at a Museum
- Cataloguing
- Engineering
- Computer Literate
- Good Communication Skills
- Interpretation Maintenance
- Good customer service skills/interaction
- Studied subjects relating to Coventry Transport Museum and/or its collection
- Happy getting hands dirty

Other skills: _____

Personal Statement

Please give a personal statement in support of your application, with clear demonstration of why you wish to volunteer at Coventry Transport Museum and what experience/knowledge/skills and abilities you would offer the Museum.

[Empty text box for personal statement]

Safer Recruitment Practice - The Museum of British Road Transport Trust [Coventry] Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rehabilitation of Offenders and Criminal Records Disclosure – Successful applicants for posts that are exempted from the provisions of the Rehabilitation of Offenders Act 1974 will require a criminal record disclosure. Criminal records will be taken into account only when a conviction is relevant to the post you are applying for.

Disability – The Museum of British Road Transport Trust [Coventry] Limited welcomes applications from disabled people. This means that the Museum is committed to interviewing all applicants with a disability who meet the minimum criteria for a job vacancy and to consider them on their abilities.

Do you consider yourself to have a disability that you would like us to be aware of at this stage of the application process? YES/NO

Would you welcome the opportunity to discuss any reasonable adjustments you require either during the recruitment process or to enable you to do the job? YES/NO

Data Protection Act 1988 –The personal data that you provide will be used in connection with your application for vacancies at the Museum. Your information will be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidates application forms will be destroyed after 6 months.

Signature – I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking. I have not canvassed a Board Member/employee of the Museum of British Road Transport Trust [Coventry] Limited either directly or indirectly in connection with this application and I will not do so.

Signature:

Date:

Signature:

*Parent/Guardian if under 18yrs, **not** required for over 18yrs*

Date:

Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it.

1) Equal Opportunities Monitoring Form

Confidential

The Museum of British Road Transport Trust [Coventry] Limited is committed to equal opportunities in employment and service delivery. To help use do this, all applicants are required to complete this form. This will not be given to the selection panel.

We will not discriminate on the grounds of age, disability or impairment, employment status, gender, gender reassignment, home address, marital status, nationality, national origin, race, religious belief, responsibility for dependents, sexual orientation or trade union membership.

Volunteer Position applied for:

Gender

Please tick:

Male 1

Female 2

Date of Birth

DD		MM		YYYY	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	4	5	6	7	8 9 10

Ethnic Group (These groups are from the 2001 National Census)

1) Choose one section from a) to e).

2) Then select the box that best describes your cultural or ethnic background.

3) If you select the last box within any category, please detail your ethnicity in the space provided underneath.

a) White

British

11

Irish

12

Any other white background

13

Please state

b) Mixed

White and Black Caribbean

14

White and Black African

15

White and Asian

16

Any other mixed background.
Please state

17

c) Asian or Asian British

Indian

18

Pakistani

19

Bangladeshi

20

Any other Asian background.
Please state.

21

d) Black or Black British

Caribbean

22

African

23

Any other black background.
Please state.

24

e) Chinese or other ethnic group

Chinese

25

Any other
Please state.

26

2) Disability Discrimination Act 1995

The Museum of British Road Transport Trust [Coventry] Limited is required by the government to record numbers of applicants protected by the Disability Discrimination Act 1995. This information is also important in monitoring the success of Museum policies and initiatives that aim to attract more applications from people with disabilities.

- The Disability Discrimination Act 1995 protects people who:
 - have an impairment
 - are disabled
 - have long-term health conditions

This is providing that this has a "substantial and long term" adverse effect on a person's ability to carry out normal day-to-day activities".

* Long term is defined as 12 months or longer (or, if the condition is a new one, the expectation that it will be 12 months or longer).

Disability Discrimination Act

Do you think that you have a disability in accordance with the terms of the Disability Discrimination Act 1995? Yes 27 No 28

Equal Opportunities Monitoring Form

Confidential

Data Protection Act 1998 - The personal data that you provide will be used in connection with your application for vacancies at the Museum. Your information will be shared with the volunteer recruitment panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful application forms will be destroyed after 6 months.

I agree to the processing of the information that I have provided.

Signature:

Date: