



## VOLUNTEER APPLICATION FORM

**Please complete all sections of this form as fully as possible to help us with your application to become a volunteer with Jersey Heritage.  
All information will be held by Jersey Heritage and will be held confidentially.**

**Your Details:**

Title..... Surname:.....Forename(s): .....

Address: .....

.....Post Code: .....

Telephone: .....Mobile:.....

Email address: .....

Date of Birth if under the age of 16 .....

**Emergency Contact Details:**

Please indicate who you would like us to contact in the event of an emergency:

Name:..... Relationship:.....

Address:.....

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

**Employment History:**

*If you are currently in employment or have been during the past five years, please provide details. Continue overleaf if necessary.*

Employer	Position/ Job Title	Dates		Reason For leaving
		From	To	

Can we contact you at work?                      Yes / No                      Contact telephone number.....

**Volunteer Experience:**

If you are currently volunteering for another organisation or have been during the past five years, please provide details:

Organisation	Position	Dates		Reason For leaving
		From	To	

Can we contact you whilst volunteering?      Yes / No      Contact telephone number.....

**Skills, Specialist Qualifications and Training:**

**Skills and experience:**

Please give details of any specific skills or experience you have to offer.

**Technical and Specialist Qualifications/Training received:**

Please give details of any training and specialist/technical qualifications obtained (e.g. First Aid, Carpentry, artistic ability)

**Foreign Languages:**

Please give details of any languages other than English that you speak and state level of proficiency.

**Driving Licence:**

Do you hold a current, full driving Licence?      Yes / No

**Volunteer Opportunities:**

What volunteer opportunities are you specifically interested in? (Please tick all that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Administration       | <input type="checkbox"/> Communications              | <input type="checkbox"/> Finance        |
| <input type="checkbox"/> Membership promotion | <input type="checkbox"/> Membership processing       | <input type="checkbox"/> Meet and Greet |
| <input type="checkbox"/> Guided Tours         | <input type="checkbox"/> Conservation                | <input type="checkbox"/> Curatorial     |
| <input type="checkbox"/> Collections          | <input type="checkbox"/> Site Maintenance /Gardening | <input type="checkbox"/> Archives       |
| <input type="checkbox"/> Research             | <input type="checkbox"/> Event planning and delivery | <input type="checkbox"/> Fund raising   |
| <input type="checkbox"/> Sewing               | <input type="checkbox"/> Education                   |   |
| <input type="checkbox"/> Other .....          |  |   |

Which Sites are of interest to you?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Jersey Museum   | <input type="checkbox"/> Elizabeth Castle    | <input type="checkbox"/> La Hougue Bie |
| <input type="checkbox"/> Maritime Museum | <input type="checkbox"/> Mont Orgueil Castle | <input type="checkbox"/> Any/All       |
| <input type="checkbox"/> Jersey Archive  | <input type="checkbox"/> Hamptonne           |  |

**Reasons for volunteering:**

What are your reasons for volunteering? (Please tick all that apply)

- to gain employment skills
- to learn new skills
- to share my skills
- to meet people
- to stay active
- to support study
- to support Jersey Heritage
- other: .....

**When would you like to volunteer?**

Please indicate your likely availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

How often would you like to volunteer?

- 1-shift/week
- 2-3 shifts/week
- at events
- other
- all year round
- term time only
- school holidays only
- after school/college

**If you have any health issues or a disability**, what are your needs in terms of reasonable adjustments to enable you to undertake volunteering opportunities with Jersey Heritage? Please specify:

.....

**References:**

It is the policy of Jersey Heritage to screen all prospective volunteers. Depending on the work or activities being undertaken, Jersey Heritage may take up references from your most recent employers if available or request two personal referees.

Please provide two referees such as past or present employers, teachers, volunteer supervisors, social workers or anyone you have a professional relationship with whom we may approach for a reference.

If you have any reservations about giving referees, please get in touch with the Volunteer Co-ordinator. We are here to help and will do in any way we can.

Name	Relationship	Organisation; Address; Email

You will also be asked to provide photographic identification such as a passport or driving licence.

Do you have any convictions to declare under the Rehabilitation of Offenders (Jersey) Law 2001? YES  NO

If yes, please give details.....

Have you any outstanding Court Judgements against you? YES  NO

If yes, please give details.....

.....

---

**Distance volunteers**

*In the event that I become a distance volunteer and am supplied with digital copies of any items from the Jersey Heritage collections, I will ensure that the copies are deleted from my systems on completion of the project*

*I understand that digital copies must not be published or supplied to third parties and may only be used for the purpose of creating an index for Jersey Heritage's exclusive use.*

**Declaration:**

I declare the details given to be correct to the best of my knowledge, and have no objection to their being entered into the Jersey Heritage's computer system.

I hereby give permission for verification of my replies to be sought including address, details of previous employment, professional and educational qualifications, Court Judgement checks and credit references as appropriate.

In the event that I become a volunteer I consent/do not consent to photographs of me being used in promotional material.

By signing this form I wholly assign any copyright or future copyright in any copyright works that I produce in the course of my association with Jersey Heritage to Jersey Heritage. I understand that this does not affect my moral rights to be identified as the author of any works and to object to any derogatory treat or false attribution of work.

Signature: .....

Date:.....

---

**Data Protection:**

Jersey Heritage Trust will process your data for the purpose of recruitment and selection activities for the voluntary work applied for. If successful, the Trust will additionally process your data for the efficient administration of your volunteer work.

Under Data Protection Legislation, you have a right to obtain a copy of your personal data, processed by the Jersey Heritage Trust, either on computer or in manual files.

If you would like to know more about your rights under the Act, then please view our Privacy Policy <https://www.jerseyheritage.org/privacy-policy> or contact [dpo@jerseyheritage.org](mailto:dpo@jerseyheritage.org)

---

**Please complete and return this form to:**

**Julia Coutanche  
Volunteer Coordinator  
Jersey Heritage  
Jersey Museum  
The Weighbridge  
St Helier  
JE2 3NF**

**Telephone: 01534 633342  
Facsimile: 01534 633301  
Email: [Julia.Coutanche@jerseyheritage.org](mailto:Julia.Coutanche@jerseyheritage.org)**

**If you have any questions regarding this form or would like help filling it in, please contact Julia Coutanche.**