



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"/> Fundraising    |
| <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 meet people
- to support Jersey Heritage
- to learn new skills
- to stay active
- other: .....
- to share my skills
- to support study

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

**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 and Address

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.....

**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.

Signature: .....

Date:.....

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**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 the Data Protection (Jersey) Law 2005, 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 contact the Head of Archive and Collections.

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

**Julia Coutanche  
Volunteer and Interpretation 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.**

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