

JERSEY HERITAGE 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.

Personal Details

Title

Forename(s) Surname

Address

..... Postcode

Telephone Mobile

Email

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

..... Postcode

Telephone Mobile

Employment History

If you are currently in employment or have been during the past five years, please provide details.

| Employer | Position/Job title | Dates | | Reason for leaving |
|----------|--------------------|-------|----|--------------------|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

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VOLUNTEER APPLICATION FORM**

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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 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)

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.....

Foreign languages

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

.....

.....

.....

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

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Volunteer Opportunities

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

- Administration
- Membership promotion
- Guided tours
- Collections
- Research
- Sewing
- Other:
- Communications
- Membership processing
- Conservation
- Site maintenance/gardening
- Event planning and delivery
- Education
- Finance
- Meet and Greet
- Curatorial
- Archives
- Fund raising

Which sites are of interest to you? (Please check all sites that you are interested in)

- Jersey Museum
- Maritime Museum
- Hamptonne
- Elizabeth Castle
- Mont Orgueil Castle
- Any/All
- La Hougue Bie
- Jersey Archive

Reasons for Volunteering

What are your reasons for volunteering? (Please check 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? (Please check the box which best demonstrates you availability)

- 1-shift/week
- All year round
- After school/college
- 2-3 shifts/week
- Term time only
- Other:
- At events
- School holidays only

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:

.....

.....

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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.

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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 treatment 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 position applied for. If successfully recruited, the Trust will additionally process your data for the efficient administration of your volunteering.

We may make enquiries with credit reference agencies (which may leave a record on your file) or other third parties to check the information collected.

Under the Data Protection (Jersey) Law 2018, 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 see our Privacy Policy - www.jerseyheritage.org/privacy-policy

Please complete and return this form to:

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

Email: julia.coutanche@jerseyheritage.org
Or call: +44 (0) 1534 633342