

VOLUNTEER FORM

All information supplied on this form will be treated as STRICTLY CONFIDENTIAL.

Please return to acurson@chdt.org.uk or A.Curson, Chatham Historic Dockyard Trust, Chatham, Kent, ME4 4TE.

**THE HISTORIC
DOCKYARD
CHATHAM**



1. Personal Details

Date:

Surname	Mr / Mrs / Miss	Forename (s)	
Date of Birth			
Permanent Address and Postcode:			
Address for correspondence (if different):			
Telephone No(s)	Home:	Work:	
Email Address		Mobile:	
Next of Kin	Name:		
	Relationship:		
Address:		Telephone No(s):	
Do you hold a current full car driving licence?	Yes / No		
Reference 1	Reference 2		
Name:	Name:		
Address:	Address:		
Tel:	Tel:		
Email:	Email:		

Please Provide 2 references, if possible one of which should be a professional reference

2. Voluntary Work

Would you be available to attend a 2 hour induction and 'taster' session at The Historic Dockyard Chatham?	Yes / No
<p>Please indicate which volunteer roles you are interested in.</p> <p>Chatham Historic Dockyard Railway: Railway Volunteers <input type="checkbox"/></p> <p>Chatham Historic Dockyard Voluntary Service: Event & Restoration Volunteer <input type="checkbox"/></p> <p>The Historic Warships: Historic Warships Volunteer <input type="checkbox"/></p> <p>Chatham Dockyard Historical Society: Gallery Volunteer <input type="checkbox"/></p> <p>Collections Department: Business Archive <input type="checkbox"/> Library Support Volunteer <input type="checkbox"/> Conservation Volunteer <input type="checkbox"/> Research Volunteer <input type="checkbox"/></p> <p>Visitor Services Department: Visit Maker <input type="checkbox"/> Heritage Healthwalk Volunteer <input type="checkbox"/></p> <p>Education Department: Learning Group Helper <input type="checkbox"/></p> <p>The Office Admin Volunteer <input type="checkbox"/></p> <p>Other: (Please give more details if there is a specific skill you have to offer)</p> <hr/> <hr/> <p>e.g. photographer, artist, engineering qualification, marketing, collections management</p>	
Please provide details on why you would like to volunteer for Chatham Historic Dockyard Trust.	
Please provide details of the level of time commitment you would be able to give.	

3. Relevant Experience / Skills

Please provide details of your background and any experience that you feel is relevant to participating in voluntary work at Chatham Historic Dockyard.

4. Medical Background

Please provide details of any medical conditions that may affect your ability to undertake any of the above work, including listing any medication you are taking.

I give permission for details of my medical conditions to be passed on to the supervisor of the voluntary group (s) I will be joining.

5. Convictions / Cautions

Have you ever been convicted of, charged with, summoned or cautioned for any offence?

Please circle: Yes / No

Spent convictions against children / adolescents must be included.

If "yes", describe the offence and date of conviction

Where did you hear about the Dockyard's Volunteer Programme?

The Historic Dockyard Press Friend Leaflet
The Historic Dockyard Website Other (please specify)

I declare that the facts given in this application are to the best of my knowledge correct. It is legal for me to volunteer in the UK.

Signed.....Date.....

Notes:

Equal Opportunities

The Chatham Historic Dockyard Trust is an Equal Opportunities employer. We monitor our recruitment processes to ensure that all applicants are fairly assessed and that we meet our obligations under the various Acts of Parliament and related Codes of Practice concerned with race relations, sex discrimination and the employment of disabled persons.

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996 we are now obliged to see the following documents at the time of appointment: either a passport or identity card proving right of residence in the UK; or a document showing your National Insurance number (eg P45, P60 or NI card) AND a birth certificate or equivalent.

Data Protection

The information you supply on this application form will be used to assess your suitability for the post applied for (or another relevant post). These details will only be disclosed to those persons involved in the selection process or Personnel administration.

The Chatham Historic Dockyard Trust will retain the forms of unsuccessful applicants for 12 months – in accordance with current guidance.

Please be assured that The Chatham Historic Dockyard Trust will protect your information, and treat as confidential at all times.

Chatham Historic Dockyard Trust is committed to an Equal Opportunities Policy and welcomes applications from all people regardless of age, creed, gender, race, or disability. While volunteering with CHDT or any of the other volunteer organisation based at Chatham Historic Dockyard you will be required to follow the policies and procedures laid out by the Trust to ensure your safety and that of our visitors.

EQUAL OPPORTUNITIES MONITORING FORM

FOR OFFICE USE ONLY

Shortlisted
 Position Offered
 Position Accepted

THE HISTORIC DOCKYARD
 CHATHAM



PLEASE COMPLETE THIS FORM AND RETURN IT WITH YOUR VOLUNTEER APPLICATION

NOTE:

This will be separated from your application form and held in confidence by the Volunteer Co-ordinator. The information you provide here plays no part in the selection process. It is used only to monitor the effectiveness of our equal opportunities policy

Please tick one box in each section below:

<h2>Ethnic Origin</h2> <p>African <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Caribbean / West Indian <input type="checkbox"/></p> <p>Chinese <input type="checkbox"/></p> <p>East African Asian <input type="checkbox"/></p> <p>Greek <input type="checkbox"/></p> <p>Greek Cypriot <input type="checkbox"/></p> <p>Indian <input type="checkbox"/></p> <p>Irish (Eire) <input type="checkbox"/></p> <p>Italian <input type="checkbox"/></p> <p>Mauritian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Sri Lankan <input type="checkbox"/></p> <p>Turkish <input type="checkbox"/></p> <p>Turkish Cypriot <input type="checkbox"/></p>	<p>U.K (African Origin) <input type="checkbox"/></p> <p>U.K (Asian Origin) <input type="checkbox"/></p> <p>U.K (Mediterranean) <input type="checkbox"/></p> <p>U.K (White) <input type="checkbox"/></p> <p>Mixed Race (please specify) _____</p> <p>Other (please specify) _____</p>	<h2>Gender</h2> <p>Female <input type="checkbox"/></p> <p>Male <input type="checkbox"/></p> <h2>Age</h2> <p>16 – 24 <input type="checkbox"/></p> <p>25 – 34 <input type="checkbox"/></p> <p>35 – 44 <input type="checkbox"/></p> <p>45 – 54 <input type="checkbox"/></p> <p>55 – 59 <input type="checkbox"/></p> <p>60 – 64 <input type="checkbox"/></p> <p>65+ <input type="checkbox"/></p>
	<h2>Disability</h2> <p>I consider I have a disability</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <h2>Current Employment</h2> <p>Do you currently work for Chatham Historic Dockyard Trust?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Where did you see this position advertised?</p> <p>Local Newspaper (please specify) _____</p> <p>Other (please specify) _____</p>