Volunteer Registration Form

**Thank you for your interest in volunteering for Birmingham Conservation Trust!**

We need you to tell us about yourself so we can register you as a volunteer.

All information you give us will be held securely on the Birmingham Conservation Trust Volunteer database and is strictly confidential. There is a full statement about Volunteer Data Collection and declaration for you to sign at the end of this form.

**Please complete all parts of the form.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tell us who you are** | | | | | | | | | | | | |
| **Title:** | | |  | | | **Home Tel:** | | |  | | | |
| **Surname:** | | |  | | | **Work/Daytime Tel:** | | |  | | | |
| **First name(s):** *in full* | | |  | | | **Mobile Tel:** | | |  | | | |
| **Home address:** | | | | | | **Email address:** | | | | | | |
| **EMERGENCY CONTACT NAME AND NUMBER:** | | | | | | | | | | | | |
| **Please tell us about your decision to volunteer** | | | | | | | | | | | | |
| **What Volunteering Roles are you interested in with Birmingham Conservation Trust?** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Have you volunteered for us before? *(****delete as appropriate)* | | | | | | | | Yes | | No | | |
| **Have you volunteered for another organisation before?** | | | | | | | | Yes | | No | | |
| **How much do you know about us?** | | A great deal | | | A small amount | | | Vaguely aware | | Never heard of you before | | |
| **What has inspired you to volunteer?** | | Because I am interested in Social, Industrial or Funerary History | | | | | | | | |  | |
| Because I am interested in the history of Birmingham | | | | | | | | |  | |
| Because I am looking for something to do in my spare time | | | | | | | | |  | |
| Because I want to do something to boost my CV | | | | | | | | |  | |
| Because my friend volunteers for BCT | | | | | | | | |  | |
| Another reason (please tell us) | | | | | | | | | | |
| **How did you find out about volunteering?** | | Leaflet | | | from TV/radio | | | Local paper | | Word of mouth | | |
| Our website | | | Another website | | | Other *(please tell us)* | | | | |
| **Please tell us about what you can offer** | | | | | | | | | | | | |
| **Please give brief details of your SKILLS AND EXPERIENCE.**  This can include employment background, formal, informal and work-based training.  If you wish to include a CV separately, please attach it to the form. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Please give brief details of your BACKGROUND AND INTERESTS.**  This can include hobbies, interests and previous volunteering experience (including for Birmingham Conservation Trust): | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Availability - Please tick the relevant boxes to give us a general idea of your availability:** | | | | | | | | | | | | |
|  | **Monday** | | **Tuesday** | **Wednesday** | | **Thursday** | **Friday** | | **Saturday** | | | **Sunday** |
| **Morning** |  | |  |  | |  |  | |  | | |  |
| **Afternoon** |  | |  |  | |  |  | |  | | |  |
| **Evening** |  | |  |  | |  |  | |  | | |  |

Equal Opportunities & Volunteer Team Diversity Monitoring Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tell us about you**  *This information is for* ***monitoring*** *purposes and will not be shared with any other person or organisation.* | | | | | | | | | | | | | |
| **Are you currently:** *delete as appropriate* | | | Employed full-time | | | | Employed part-time | | | | Unemployed | | |
| Retired | | | | Student full-time | | | | Student part-time | | |
| **Do you have the right to work in the UK?**  *This is to ensure we adhere to legislation guidelines* | | | | | | | | | | Yes | | | No |
| **Do you have a disability or specific need for which special arrangements or adjustments are needed for the volunteer role and the interview?** *If yes, we may contact you in confidence to discuss what support is required.* | | | | | | | | | | Yes | | | No |
| **Are you...** | | | | | | | | | | Male | | | Female |
| **Do you live in the Ladywood constituency?** | | | | | | | | | | Yes | | | No |
| **Please indicate your age group:** | | | 16-19 yrs | | 20-24 yrs | | | | 25-34 yrs | | | 35-44 yrs | |
| 45-54 yrs | | 55-64 yrs | | | | 65-74 yrs | | | 75 yrs + | |
| **How would you describe your ethnic background?** | | | | | | | | | | | | | |
| Asian - British | | Asian | | | | Arabic | | | | Chinese | | | |
| Black - British | | Black - Other | | | | White – British | | | | White – non British | | | |
| Mixed – British | | Other (please describe) | | | |  | | | | | | | |
| **What is your religion, even if you are not currently practising?** | | | | | | | | | | | | | |
| Christian | Muslim | Hindu | | Sikh | | Buddhist | | Jew | | No religion | | | Other: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referees** | | | |
| At Birmingham Conservation Trust we want to provide volunteers, staff and our visitors with a safe, reliable and enjoyable experience. So we ask volunteers for a reference to make sure that we know what to expect and that you are serious about committing time to us.  Please provide details of two referees to support your application. Referees should be people such as employers, ex-employers, tutors, people you have volunteered for in the past or someone with whom you have a professional relationship. One of the referees can be a friend, someone you have worked with or a fellow volunteer. We do not accept relatives as referees. | | | |
|  | **Referee 1** | | **Referee 2** |
| **Name** |  | |  |
| **Relationship to you** |  | |  |
| **Address** |  | |  |
| **Postcode** |  | |  |
| **Telephone** |  | |  |
| **Email address** |  | |  |
| **Volunteers Data Collection Information & Declaration** | | | |
| **Data protection:** The information that you provide will be stored electronically and manually in the Birmingham Conservation Trust (BCT) ‘Volunteers’ database and ‘Volunteers’ filing system.  The database will be used to keep a current record of our volunteers and of your volunteering activity at Birmingham Conservation Trust. The information you provide will not be disclosed, sold or rented to any third party.  **NB** If you tell us you no longer wish to volunteer with BCT then all personal information will be erased from the database. | | | |
| **Your declaration** | | | |
| **\*I give / do not give** my consent to this information being held on an electronic and manual database for the purpose of keeping a current record of my volunteering activity, and for the collection of statistical data by BCT. | | | |
| **\*I give / do not give** my consent for you to pass on my email address to other BCT volunteers if deemed appropriate and necessary. | | | |
| **\*I give / do not give** my consent for BCT to use images of me in my work with BCT as a volunteer in connection with advertising, marketing and promoting public relations for BCT. | | | |
| *Any restrictions you wish to place:* | | | |
| **Signed:** | |  | |
| **Date:** | |  | |

**Thank you for completing this form.**

Please return to our Volunteer & Operations Manager Tonia Collett

Post: Birmingham Conservation Trust, The Coffin Works, 13-15 Fleet Street, Birmingham, B3 1JP

Email: [tonia@coffinworks.org](mailto:tonia@coffinworks.org)