



Volunteer Application

Name:

Title:

Address:

Postcode:

Date of Birth:

Email:

Tel No:

Would you like to join our mailing list and be kept up to date with our exhibitions and events? (please circle) Yes No

Do you drive? Yes No

Do you have your own vehicle? Yes No

Please tick the boxes to indicate the days and times you are available to volunteer on a regular basis:

Days	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

How much time are you interested in volunteering for (e.g. one day, half a day, occasional involvement with events)?

Why would you like to volunteer with us?

Where did you hear about Arc?

Please describe any experience or training that is relevant to your volunteering application: (if appropriate please attach a cv)

**continue on separate sheet if necessary*

Which area/s of Arc's work are you interested in volunteering in?

Being a Trustee of Arc (Please ensure you are eligible – see below)	
Supporting our creative wellbeing programmes for adults	
Supporting our Young people's programme. (These sessions are generally early evenings & school holidays.)	
'Front of House' at the Arc Centre – customer service, meet and greet, processing sales and serving refreshments (tea and coffee)	
Promotion & publicity (including updating our website and social media)	
Assisting with hanging exhibitions	
Assisting with events both at the Arc Centre and other venues.	

To be eligible to be a Trustee you must be at least 16 years of age and not disqualified by law. You are disqualified by law from acting as a charity trustee if you:

- have an unspent conviction for an offence involving dishonesty or deception
- are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order) or have an individual voluntary arrangement (IVA) with creditors
- are disqualified from being a company director
- have previously been removed as a trustee by either the Charity Commission or the High Court due to misconduct or mismanagement

Convictions

Do you have a recent DBS check? Yes No

The work is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974. Please include details of any court convictions, including "spent" convictions. If none, write "NONE".

For the majority of our volunteering roles we will undertake a DBS check and/or check you recent check using the update service. In either case we will need to check your identity.

References

Please give names and addresses of two people who you are happy for us to contact to obtain a reference for you. They should not be relatives and should have known you for a minimum of six months, and preferably for more than two years.

1. Name:

 Address:

 Email:

 Tel No:

 Occupation:

2. Name:

 Address:

 Email:

 Tel No:

 Occupation:

Declaration

I agree to the above persons being contacted and confirm that the information supplied is complete and correct to the best of my knowledge.

Signed:

Date:

Please return

by email to: amy@arc-centre.org

or post to:

Amy Whitehead
Arc Centre Manager
Arc, Unit 33M Vauxhall Industrial Estate
Reddish
SK5 7BR

Once your references have been checked we will invite you to Arc to meet you and complete a volunteer agreement and DBS check.

If there is any reason why you need support to complete this form, or if any aspect of it presents a problem for you please do contact us.