



Volunteer Application

Name:

Address:

Postcode:

Email:

Tel. No (mobile preferred):

Would you like to join our mailing list and be kept up to date with our exhibitions and events? (please circle) 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 volunteering role (s) are you interested in? Please tick as many as you like.

<p>Creative Wellbeing Assistant Supporting our creative wellbeing programmes for adults. This can include:</p> <ul style="list-style-type: none"> • Supporting our Outreach courses. • Supporting our Challenge programme. • Supporting project work either at the Arc centre or in the community. 	
<p>Visitor Volunteer General assistance at the Arc Centre. This can include:</p> <ul style="list-style-type: none"> • Customer service. • Office support. • Assisting with centre cleaning and maintenance. • Serving in our gallery shop and preparing tea and coffee. • Assisting with exhibitions and events at the Arc Centre. 	
<p>Marketing (including updating our website and social media) Marketing volunteering can be undertaken at Arc or from home.</p>	
<p>Joining Arc's board as a Trustee (Please ensure you are eligible – see below)</p>	

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 your recent check using the update service.

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:

 Relationship to you:

2. Name:

 Address:

 Email:

 Tel No:

 Relationship to you:

Your Personal Information

Arc needs your permission to hold the personal information contained in this form, please read the information and complete the section below:

Arc is committed to protecting your personal data, we will not hold your data for longer than necessary.

Once you have started volunteering with us we will retain the data contained in this form for a period of two years from receipt of the form.

If you do not become a volunteer with us for any reason we will retain the data contained in this form for six months from receipt of the form.

I agree to Arc holding my personal information, including my name, address and contact details as described above (please tick)

Consent can be withdrawn at any time, simply let us know by emailing info@arc-centre.org.

Please visit our website to read our privacy statement <http://arc-centre.org>

Signed:

Date:

Please return

by email to: leona@arc-centre.org

or post to:

Volunteering
Arc Centre
Unit 33M Vauxhall Industrial Estate
Reddish
SK5 7BR

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.

Office use only – tick when the following are completed

Data added to applications received spreadsheet	
Data added to volunteering spreadsheet	
Mailing list link sent for general mailing list (if applicable)	
Email added to MailChimp Volunteers list (preferably by the volunteer themselves)	
Phone number entered in to office mobile	