



## Volunteer Application

### 1) Your details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Tel. No (mobile preferred): \_\_\_\_\_

Preferred method of contact (email / phone / text / WhatsApp) \_\_\_\_\_

### 2) Your availability

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)?

**3) Which volunteering role (s) are you interested in? Please tick as many as you like.**

<p style="text-align: center;"><b>Arc Centre Host</b></p> <p>Front of House, Café and Creative Area. Working in a team to create a welcoming, safe space at Arc for participants and the public. In a half-day or full day of volunteering you could:</p> <ul style="list-style-type: none"> <li>• Gain and use skills in customer service, welcome and hospitality</li> <li>• Handle sales in our gallery shop and arrange displays</li> <li>• Work in the café, serving drinks and cakes to participants and the public</li> <li>• Design and deliver activities for the public in the Creative Area</li> <li>• Assist with centre cleaning and maintenance</li> <li>• Post updates from the café on social media</li> <li>• Assist with exhibitions and events at the Arc Centre including supporting Saturday Art Clubs and hanging exhibitions in our café gallery</li> </ul>	
<p style="text-align: center;"><b>Creative Wellbeing Assistant</b></p> <p>Supporting our creative wellbeing programmes for adults and young people with attention to safeguarding principles. This can include:</p> <ul style="list-style-type: none"> <li>• Working with a professional artist in the studio, helping to facilitate sessions</li> <li>• Working in a team of volunteers to deliver creative activities</li> </ul> <p>Project work may take place either at the Arc Centre or in the community.</p>	
<p style="text-align: center;"><b>Saturday Art Club Volunteers</b></p> <p>You are available on an ad-hoc basis to support our monthly Saturday Art Clubs, supporting individuals, families and children to enjoy a wide range of creative activities on offer and taking on some of the Arc Centre Host roles described above when needed. You have a great ability to "see what needs doing" and are happy to get stuck in.</p>	
<p style="text-align: center;"><b>Fundraising</b></p> <p>Join an enthusiastic and creative team of volunteers who organise fundraising events, using Arc resources for support where needed.</p> <ul style="list-style-type: none"> <li>• Community events- be part of a team that host a creative arts session, bake sale, dance class, quiz night...anything you enjoy that would bring people together and raise some funds!</li> <li>• Sponsored Challenges as individuals or in a team, using our JustGiving page The sky's the limit on what you might achieve!</li> </ul> <p><b>Creating ideas and resources for other volunteers to use in their fundraising</b></p>	
<p style="text-align: center;"><b>Marketing</b></p> <p>Help build awareness of the great work that goes on at Arc!</p> <ul style="list-style-type: none"> <li>• Social media – liaising with our creative wellbeing facilitators to create and share posts that showcase our work, keeping in line with our organisation's values and ethos</li> <li>• Graphic Design – create online and printable resources for our Keeping us Together programme and Saturday Art Clubs</li> <li>• Marketing volunteering can be undertaken at Arc or from home.</li> </ul>	
<p style="text-align: center;"><b>Joining Arc's board as a Trustee</b> (Please ensure you are eligible – please 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

**4) Why would you like to volunteer with us?**

**5) Where did you hear about Arc?**

**6) 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*

## 7) Convictions- All Applicants

Do you have a recent DBS (Disclosure and Barring Service) 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".

Convictions: \_\_\_\_\_

For many of our volunteering roles we will undertake a DBS check and/or check your recent check using the update service.

## 8) References

Please give names and addresses of two people who you are happy for us to contact to obtain a character 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.

### Referee 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Tel No: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

### Referee 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Tel No: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

## 9) 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.

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.

Once you have started volunteering with us, we will retain the data contained in this form until you communicate with us that you no longer wish to volunteer with Arc, or we have had no engagement or response from you over an 18-month period.

After you leave a volunteering position with us, we will delete all contact information for you, but keep a record of your name, areas of volunteering and dates you volunteered on file, in case you require a reference from us in the future. If you would prefer us not to store this information, we can do so on request.

**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](mailto:info@arc-centre.org).

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 10) Please return

by email to: [volunteering@arc-centre.org](mailto:volunteering@arc-centre.org)

or post to:

Volunteering  
Arc Centre, Hat Works  
Wellington Mill,  
Wellington Road South,  
Stockport SK3 0EU

**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.**

<b>Office use only – tick when the following are completed</b>	
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 office mobile	