

Volunteer Placement Application



VOLUNTEER INFORMATION

All volunteers at Centrestage Music Theatre CIC can expect:-

To be provided with appropriate induction, training and support to help them meet the responsibilities of their volunteering role.

To have a named member of staff who will provide them with support and meet with them regularly to discuss their volunteering.

To have a safe working environment in accordance with Centrestage Music Theatre CIC's Health & Safety policy.

To be covered by appropriate insurance whilst undertaking voluntary work approved and authorised by us.

To have any problems, grievances or difficulties that arise in the course of their voluntary work dealt with in a fair and just manner.

Centrestage Music Theatre CIC requires all volunteers to agree to the following:

To perform their volunteering role to the best of their ability and to help Centrestage Music Theatre CIC fulfil its service/s.

To adhere to the organisation's rules, procedures and standards.

To treat all staff, volunteers and service users of Centrestage Music Theatre CIC with respect and to work in accordance with Centrestage Music Theatre CIC's Equal Opportunities Policy.

To attend training and support meetings as agreed.

To arrive at the times that have been agreed and to provide reasonable notice when this is not possible so that alternative arrangements can be made.

CENTRESTAGE'S COMMITMENT TO DIVERSITY

Centrestage recognises the value of a truly diverse workforce and the contribution that every individual can make. In order to achieve and maintain excellence, we aim to create an environment that respects the diversity of staff, volunteers and participants and enables them to achieve their full potential, to contribute fully and to get the most benefit and enjoyment from their involvement with Centrestage.

Centrestage therefore welcomes and encourages volunteer applications from all sections of the local, national and international community. Unjustifiable discrimination based on gender, race, age, disability, religious or political beliefs, sexual orientation or any other reason will form no part of our selection process.

The information requested on this form is required to assess your suitability for a volunteer placement. In compliance with the Data Protection Act 1998 the information provided will only be used for this purpose.

VOLUNTEER PLACEMENT INFORMATION

Volunteer Role:

How did you become aware of the Centrestage Volunteer Programme?

Word of mouth () Centrestage Website () Other () Please specify

Do you have any spent*, unspent or pending criminal convictions? Yes () NO ()

***Please note that because we provide leisure and recreational facilities to children under the age of 18, employment or volunteer posts are not covered by the Rehabilitation of Offenders Act 1974. You are therefore required to disclose information about ALL convictions in a court of law, no matter when they occurred or if they led to a conditional discharge. Successful applicants will be subject to a satisfactory Disclosure Scotland check. All such information will be treated in confidence.**

If you consider yourself to be a disabled person, please provide details of any equipment, special arrangements or facilities you may require to attend and complete the interview process.

Please complete this form as fully as possible. Consider the role that you are applying for when completing relevant work & life experience. If you do not have any formal experience gained during a period of employment or volunteering, please use a life experience as an example of your skills or experience.

PERSONAL DETAILS

Surname or Family Name

Title

Forename(s)

Address

Post Code

Main Contact Telephone Number

Mobile Telephone Number

Contact e-mail address

EDUCATION & TRAINING

Please list any education and/or training (including short courses) which you have undertaken and which you feel is relevant to your application.

COURSE	FROM	TO	RESULTS

RELEVANT WORK & LIFE EXPERIENCE

This should include your current and previous employment, school placements, and voluntary work and life experiences.

DATES OF EMPLOYMENT	NAME & NATURE OF BUSINESS AND DUTIES & RESPONSIBILITIES	POSITION HELD	FULL OR PART TIME

FURTHER INFORMATION

Use this section of the application form to make your case for this role. Please include all relevant experience you may have gained, why you would like to volunteer for Centrestage and what skills or experience you will bring with you.

REFERENCES

Please provide the name and contact details of two referees who will be able to provide references in relation to your suitability for the role. One should be your present employer/volunteer co-ordinator or most recent employer, or if still in education then a school, college or University referee will be suitable.

FIRST REFEREE

Name

Position Held

Address

Tel

Email

SECOND REFEREE

Name

Position Held

Address

Tel

Email

DECLARATION

I declare that the information given on this form is correct to the best of my knowledge.

Signature

Date