

# MK Gallery

## Volunteer Application Form

### Introduction

Thank you for your interest in volunteering at MK Gallery. We aim to provide a range of volunteering opportunities to suit individuals of various levels of ability and experience, regardless of discipline, age group or background.

We will use the information you have provided us with to decide whether our current voluntary opportunities may be suitable and aim to contact you within 4 weeks of receiving your application.

For further information on MK Gallery visit [www.mkgallery.org](http://www.mkgallery.org).

### Personal Details

Title: ..... First name: ..... Surname: .....

Date of birth: .....

Address: .....

Postcode: .....

Home number: .....Mobile number: .....

Email: .....

### How we communicate with you

The majority of communication with our volunteers is via email. If you would prefer us to use an alternative means of communication, please do let us know.

### Volunteer role interested in:

.....

Committing to this role does not inhibit you from participating in other volunteer opportunities at MK Gallery.

### Availability

We usually ask volunteers to commit to at least one 2.5 hour shift per fortnight. This is because regular contact with the Gallery is important, to ensure that you are up to speed on developments, and for us to ensure you get the best out of the volunteer work you do here. Please give us an idea how often you may be available to volunteer.

- One shift per week**
- One shift per fortnight**
- Occasional help / specific dates**

Please give us an idea of the days and times you may be available to volunteer. We understand that this may change. We will arrange specific hours with volunteers.

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**About you**

Please tell us why you want to volunteer at MK Gallery. What do you want to get out of volunteering here?

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A large part of volunteering at MK Gallery involves working closely with the public and good communication skills are essential. Please tell us about your experience of this.

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Please briefly list any other skills, qualifications or experience you have, which are relevant to the role you are interested in.

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**Criminal Convictions**

As volunteering at MK Gallery may involve you working with children and vulnerable adults we ask you to give details of criminal offences. A prior criminal conviction may not prevent you from working with us but failure to disclose relevant convictions in full will result in immediate suspension.

Do you have a current CRB certificate? **Yes / No**

Have you ever received a criminal conviction? \* **Yes / No**

\*If Yes, MK Gallery will need to assess whether this will affect the volunteering opportunity that may be offered to you. Please enclose details with your application. All information will be kept confidential and the Rehabilitation of Offenders Act (1974) applies.

If yes, please give details below (30 words maximum)

**Emergency contact details**

The details below will only be retained if you are successful in gaining a voluntary position.

Next of kin: ..... Relationship to you: .....

Address: .....

Emergency contact number: .....

## Special arrangements

A disability or health problem does not necessarily exclude you from volunteering for us but to assess your suitability for particular tasks we ask information about your health. Please describe any special needs, disability, allergies or other physical or mental health matters that may affect your ability to work as a volunteer that we should be aware of:

.....  
Any other details you wish to supply in case of emergency: .....

## References

Please give the name, address and phone number of someone we can contact as a referee. They should not be a family member, but should either worked with you, or know you well.

Title: ..... First name: ..... Surname: .....

Address: .....

Postcode: .....

Tel: ..... Email: .....

In what capacity is the person known to you? : .....

## Declaration

I declare that to the best of my knowledge the information given above is correct.

Signature: ..... Date: .....

**Please complete and return this form to Scott Macfadyen at [SMacFadyen@mkgallery.org](mailto:SMacFadyen@mkgallery.org)**

## Office Use only

Date received: .....

Added to contacts? **Y / N**

Meeting date: .....

Added to mailing list? **Y / N**

Start date: .....

# Monitoring Section

The data on this form is used for statistical purposes to provide MK Gallery with information for its annual statistical returns to Arts Council England and to enable the Gallery to monitor the performance of its Equal Opportunities Policy. Any reports produced using this information are anonymised. Any information given on the form will be treated in the strictest confidence and will not be used in any part of the selection process.

## Gender

Male  Female  Prefer not to say

## Age

Under 21  22-29  30-39  40-49   
50-59  60-69  Over 70  Prefer not to say

## Ethnic Origin (please cross the box which most closely relates to you)

Black African  Pakistani  White British   
Black Caribbean  Bangladeshi  Black British   
Indian  Chinese  Irish

Black other (please specify)

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White other (please specify)

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Other ethnic background (please specify)

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Prefer not to say

## Dependents

Do you have any dependents (children, elderly relatives)? **Yes**  **No**

## Disability

Do you consider yourself to have a disability? \* **Yes**  **No**

Are you registered disabled? **Yes**  **No**

\*A disability is defined by the Disability Discrimination Act 1995 as a "physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities." Disabilities can be hidden and include long-term conditions which can be controlled through medication, for example epilepsy, asthma, heart conditions, diabetes.

Where you have an impairment or condition please use the space below to describe any accessibility requirements (e.g. physical access, hearing and/ or sight requirements) you would wish us to accommodate should you be invited to attend interview.

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How or where did you hear about volunteering at MK Gallery (e.g. word of mouth, leaflet, website)?

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