

Office use only START DATE/...../..... FINISH DATE/...../.....

Application received/...../.....
Reference 1 received/...../..... (References sent.....)
Reference 2 received/...../.....
CRB/...../.....(Sent:.....)
Induction date:/...../.....

Documents given:
Volunteer agreement
Manual
Appt letter

Contact dates:

Adult application WORK PLACEMENT at the Egypt Centre



Personal details

Surname:

Title: Dr, Mr, Mrs, Miss, Ms

First names:

Contact Address:

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Placement address (*if appropriate*)

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.....
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Telephone Number..... / **(mob)**

E.mail.....

Next of kin (In case of emergencies only)

Name.....

Relationship.....

Address.....

.....

.....

Telephone number (mobile preferably)

Where did you hear about the Museum's work placement Programme? (Circle as appropriate)

Inside the Egypt Centre / The Egypt Centre Website / Newspaper / Library / Friend or family / Another
Volunteer / WCVA / Taliesin / Jobcentre / Placement Organisation /
Other.....(Please specify

If you have had a placement organised on your behalf by another organisation please provide details (all international placements must complete this section)

Name of organisation.....

Name of contact within organisation.....

Address.....

.....

.....

Telephone.....

Experience, training or other voluntary work relevant to **the application (please refer to the job role):**

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2 Character References: WE CANNOT ACCEPT REFERENCES FROM CLOSE FAMILY

These are character references – we can not accept a confirmation of employment only. .

Name:.....	Name.....
Address.....	Address.....
.....
.....
Post code.....	Post code.....
Telephone Number.....	Telephone Number.....
Email.....	Email.....
Relationship:.....	Relationship:.....

All positions here at The Egypt Centre involve work or contact with vulnerable people and are therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. **All convictions, however old, must be declared.** You have our assurance that this information will be dealt with confidentially and will not be used to discriminate against you unfairly. Having a conviction will not necessarily prevent you from becoming a volunteer.

Do you have any previous criminal convictions?

Yes..... No.....

If Yes, please give details

.....
.....

Declaration:

I declare that the information I have given is true to the best of my knowledge.

Signed: Date:

*The Egypt Centre is committed to an Equal Opportunities Policy and welcomes applications from all people regardless of age, creed, gender, race or disability. Please now fill in the **Equal Opportunities Form**. This will be used for monitoring and to ensure we provide the right level of support for individual; it is not used in any selection processes.*

Please complete and return this form, along with the equal opportunities form to:
The Volunteer Manager, The Egypt Centre, Swansea University, Singleton Park, Swansea SA2 8PP.
l.s.j.howells@swansea.ac.uk