

Adult Volunteer Application

Please **PRINT CLEARLY** and fill in all sections. Any section that is left blank may result in your application being delayed.

Personal Details

Title: Dr. Mr. Mrs. Miss Ms.

First Name(s): _____ Surname: _____

Current Address: _____ Term Address: _____

Telephone Number: _____ Mobile Number: _____

Email: _____

Emergency Contact Information

Next of Kin

Name: _____ Relationship: _____

Address: _____ Telephone Number: _____

_____ Mobile Number: _____

Why do you want to be a volunteer at The Egypt Centre?

What volunteer roles interest you? (Please tick as appropriate)

- Gallery and collection Education and collection Administration
 Shop and retail Library and gallery Youth development (*Saturdays only*)

All roles have an element of customer care, gallery supervision and activity delivery.

See our website for more information <http://www.egypt.swan.ac.uk>.

Where did you hear about the Museum's Volunteer Programme?

- The Egypt Centre The Egypt Centre Website Newspaper Library Friend/Family
 Another Volunteer WCVA Taliesin Jobcentre Other

Work, experience, training, or other voluntary work relevant to the **application** (continue on separate sheet if necessary):

Adult Volunteer Application

Character References:

Please supply contact information for two references. WE **CANNOT** ACCEPT REFERENCES FROM CLOSE FAMILY. *These are character references – we cannot accept a confirmation of employment only.*

| | |
|-------------------------|-------------------------|
| Name: _____ | Name: _____ |
| Address: _____ | Address: _____ |
| _____ | _____ |
| _____ | _____ |
| 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?

No Yes

If Yes, please give details: _____

Declaration:

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

Signed: _____ Date: _____

Should you be accepted into The Egypt Centre's Volunteer program, what name would you like on your ID badge?

The Egypt Centre is committed to its 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 individuals; it is not used in any selection processes.

Please complete and return this form, along with the equal opportunities form, to:

Syd Howells, Volunteer Manager, The Egypt Centre, Swansea University, Singleton Park, Swansea SA2 8PP.

l.s.j.howells@swan.ac.uk

| | | |
|-----------------------------|-------------------------------|---|
| OFFICIAL USE ONLY | | DOCUMENTS RECEIVED <input type="checkbox"/> Volunteer Agreement <input type="checkbox"/> Monitoring Form <input type="checkbox"/> Manual <input type="checkbox"/> Appt. Letter |
| Application Received: _____ | Reference 1 Received: _____ | |
| References Sent: _____ | Reference 2 received: _____ | |
| DBS Sent: _____ | Induction date: _____ | |
| DBS No: _____ | Finish Date: _____ | |
| Start Date: _____ | Applicant Contacted on: _____ | |

Equal Opportunities Monitoring Form

CONFIDENTIAL

The Egypt Centre, Swansea University EQUAL OPPORTUNITIES MONITORING

The information you provide does not form any part of a selection process.

The Egypt Centre, Swansea University confirms its commitment to a comprehensive policy of Equal Opportunities. The information gathered will be able to tell us whether we are offering equality of treatment and opportunity to all areas of the community that we serve. Monitoring can also tell us if we are falling short of this ideal, in which case we can then concentrate on finding solutions and making changes based on factual information. Without this information we will not know if our equal opportunity practices are working.

We have a legal and moral duty to find out whether all volunteers and placements are treated equally with regards to the following protected characteristics: sex, age, disability, marriage and civil partnership, race (this includes ethnic or national origin, colour or nationality), sexual orientation, religion or belief (this includes a lack of belief), pregnancy and maternity, gender reassignment and employment status.

The Egypt Centre wishes to ensure that disabled volunteers and work placements are treated on the basis of their merits. The Egypt Centre is prepared to take reasonable steps to remove or reduce any substantial disadvantage that may be faced by a disabled employee or applicant, compared to a non-disabled person.

We would greatly appreciate you providing this information, so that we can actively pursue our equal opportunities responsibilities. However, if you do not wish to complete all or some of this form you may use the “prefer not to say” options.

The information that you submit is submitted in confidence and will only be used for the purpose of monitoring effectiveness, and ensuring the correctly level of support is made available. This is why the form is not anonymous. Should you be accepted as a volunteer at the Egypt Centre, this information will form part of your personal record and we will continue to monitor such information throughout the course of your time with us.

If you have any queries or would like further information on diversity monitoring at the Egypt Centre, please contact the Volunteer Manager, Syd Howells on 01792 606065 or l.s.j.howells@swan.ac.uk.

Thank you for your co-operation.

Equal Opportunities Monitoring Form

Thank you very much for completing this questionnaire which will remain confidential to you, and will not be part of the selection process. Please tick the relevant boxes.

Name: _____

Date of Birth: _____

Sex: What is your legal sex?

Male Female Prefer not to say

Gender Identity: Is your gender identity the same as the gender you were originally assigned at birth?

Yes No Prefer not to say

Ethnicity: What is your ethnic origin?

White Black Asian Mixed/Multiple ethnicities
 Unknown Prefer not to say Other: _____

Nationality (according to your passport): _____

Religion or belief: What is your religion or belief?

Buddhist Christian Jewish Hindu
 Muslim Sikh Spiritual No Religion
 Prefer not to say Other: _____

Are you either married or in a civil partnership?

Yes No Prefer not to say

Sexual Orientation: What is your sexual orientation?

Bisexual Gay man Gay woman/Lesbian
 Heterosexual/straight Prefer not to say

Pregnancy & Maternity:

Are you currently pregnant or have you been pregnant in the last year?

Yes No Prefer not to say

Parental Leave - In the past year have you taken any parental related leave?

Yes No Prefer not to say

Employment: Please identify your employment status (please tick)

Student (secondary/further education) Student (university) Employed full-time
 Employed part-time/casual Seeking work Not seeking work
 Retired Volunteer/work placement

Disability: Do you consider yourself to have a disability, impairment, health condition or learning difference?

Yes No Prefer not to say

If yes, please select the category(s) that apply to you:

Blind/serious visual impairment Deaf/serious hearing impairment
 Mental health condition (e.g. depression, schizophrenia) Specific Learning Difficulties (e.g. dyslexia, dyspraxia)
 Physical impairment/Mobility difficulties General learning disability (e.g. Downs Syndrome)
 A social communication impairment (e.g. Asperger's Syndrome, Autistic) Long standing illness or health conditions
 Other: _____

Please detail the support you may require to undertake any role in The Egypt Centre:

Equal Opportunities Monitoring Form

It is a requirement of the 1993 Welsh Language Scheme that we monitor the number of Welsh speakers we employ to ensure we have a sufficient and appropriate number to enable us to deliver our services through the medium of Welsh.

Can you speak Welsh?

Not at all A little Fairly well Fluently Prefer not to say

Can you write in Welsh?

Not at all A little Fairly well Fluently Prefer not to say

Can you read Welsh?

Not at all A little Fairly well Fluently Prefer not to say

Can you understand Welsh?

Not at all A little Fairly well Fluently Prefer not to say

Can you speak any other languages?

Yes No Prefer not to say

If yes, which language(s): _____