



Private and Confidential Application to be a volunteer

Thank you for your interest in volunteering at The Alnwick Garden. The Garden is a truly amazing place where people come to relax, learn and be inspired, but it's the people who work and volunteer here who really make the difference.

And there are lots of ways you can volunteer at The Alnwick Garden. We have volunteers who:

- welcome and give information to our visitors;
- act as guides in places like our world famous Poison Garden;
- help the garden team; and
- help with our education, arts and other charitable programmes.

We offer lots of support, training and full expenses, so you won't be out of pocket. All we ask is that you are available at least once a month.

Enclosed is an application form and an anonymous Equal Opportunities monitoring form. Please fill them both in with as much detail as possible; we'll detach the monitoring form when we get your application back and use it to check how diverse our volunteer team is.

We select our volunteers on the basis of their references, application form and an initial meeting. Call us on 01665 511350 if you need further information, help with the form, or would like to submit your application in a different form, such as verbally or in braille).

Please complete this application in full and return it to:

**Administration Offices, The Alnwick Garden, Denwick Lane, Alnwick
NE66 1YU.
Telephone 01665 511350 Email info@alnwickgarden.com**

The Alnwick Garden Trust is a registered charity number 1095435

Please read the background information below before completing this form.

Completing this form

Please complete this form in full. We need all the information requested, so if there is anything you are unsure about including please contact us on 01665 511350.

Volunteering references

We always obtain references for our volunteers. This will take place after an initial discussion with you to explore what kind of volunteering activity you may be interested in.

Data protection

The Alnwick Garden requires certain information prior to commencing volunteering, to ensure that our legal obligations have been met. The information you provide will be treated in the strictest confidence and only for the purposes stated above and in compliance with the Data Protection Act. In signing this form you agree to us retaining your details as supplied.

Personal details

Last name: _____

First name: _____

Title: Mr Mrs Ms Other: please state _____

Address: _____

_____ Postcode: _____

Daytime tel: _____ Evening tel: _____

Email address: _____

Please list the days and times when you are able to volunteer: _____

Why are you interested in volunteering?

Please give details of any experience, skills or achievements you feel may be relevant to your application for volunteering

What kind of volunteering would you like to do at The Alnwick Garden?

Have you ever been convicted of an offence by a criminal court, other than a conviction which is spent by virtue of the Rehabilitation of Offenders Act 1974?

Yes (please attach details)

No

Please give details of any disability you may have or help that you might need, either for interview or to carry out the role you have applied for. This will allow us to make adjustments for you and take account of your rights under the Disability Discrimination Act.

References

Please supply the names and addresses of two people who will provide us with a reference for you. We would prefer if these were previous employers or organisations you have volunteered with rather than relatives or friends. If you have not worked or volunteered previously, then a teacher or lecturer would be ideal.

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Relationship to you: _____

Relationship to you: _____

Declaration

I confirm that the information given in this form is, to the best of my knowledge, true and complete. I understand that any false statement may be sufficient cause for rejection.

Signature: _____

Date: _____



Equal Opportunities Monitoring

The Alnwick Garden promotes equality of opportunity and puts a very high value on diversity within its workforce and volunteers. You can help us fulfil our statutory duties and monitor how well we are doing by completing this form. For this to work properly we need full details.

Providing information on this form will not prejudice your application in any way – it is anonymous and will be detached before your application is passed to the people who make a decision about your position.

Position applied for: _____

How did you become aware of this position?

Age: _____ Date of birth: _____

Are you: female or male

Do you consider yourself as having a disability?

yes no

Please TURN OVER to provide us with information on your ethnic origin.

Please tell us what ethnic group you belong to:

White

- British
- Irish
- Any other White background, please write in: _____

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please write in: _____

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please write in: _____

Black or Black British

- Caribbean
- African
- Any other Black background, please write in: _____

Chinese or other ethnic group

- Chinese
- Any other, please write in: _____

Thank you for helping us.