



## Private and Confidential Application to be a Volunteer

### **Vision**

The vision of The Alnwick Garden is to ensure that every child and adult has the opportunity to experience, explore, enjoy, consider and value their natural and cultural environment, through contact with The Alnwick Garden in ways that have personal meaning.

### **Volunteering and The Alnwick Garden**

Volunteers have a crucial role to play in working towards the vision of The Alnwick Garden. Through their experiences, skills, enthusiasm and commitment, volunteers make The Alnwick Garden experience even more personal and valuable.

Volunteers offer their support in a wide range of roles, from meeting and greeting visitors to helping with our education and arts programmes, from helping the gardeners to giving guided tours. We have something for everyone with a bit of spare time and can offer lots of opportunities for you to learn new skills and knowledge, make friends and just have fun!

Please complete this application in full and return it to:

**The Alnwick Garden, The Gardener's Cottage, Alnwick, NE66 1NQ.**  
Telephone 01665 511350      Email [info@alnwickgarden.com](mailto:info@alnwickgarden.com)

If you need help to complete this form or attending an initial interview, or would prefer to submit your application in a different form (e.g. verbal or Braille), please contact us on the telephone number above.

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: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email address: \_\_\_\_\_

**(If not on e-mail – someone who can access details for you)**

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### Emergency Contact Details

Name.....

Address.....

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Postcode.....

Telephone Number.....Mobile Number.....

Relationship to you.....

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### 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:-----

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Telephone: -----

Telephone: -----

Email-----

Email-----

Relationship to you:-----

Relationship to you:-----

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## **Work and Education History (This is helpful, but not essential)**

<b>Level of Education</b>	<b>Qualifications</b>
<b>Main Form of Employment</b>	
<b>Experience, Skills or Talents to offer as a Volunteer</b>	

## **How You Can Help**

Here are some of the ways in which you can help to make The Alnwick Garden experience a memorable one for all its many visitors. A Volunteer must be approachable, welcoming and friendly on all occasions.

### **Assist the Gardening Team**

This will involve tending beds and borders, planting bulbs, pruning roses and general garden duties as directed by the senior gardeners. No use of powered tools is expected or required. Basic plant and garden knowledge is an advantage. The Gardening Team will want to discuss this further before finalising your help in this area.

### **Become an Alnwick Garden Host**

Visitors of all ages and abilities may like someone to give them information about The Garden in a way that they can understand. Hosting will involve having a good understanding of The Alnwick Garden, its history and how it is developing. Training will be given.

### **Become a Garden Tour Guide, or a Poison Garden Guide**

Many organised tours are arranged for parties to visit The Garden. It is important that these groups have an official Guide to give them an understanding of the Garden and its History. The Poison Garden, in particular, needs dedicated Guides to explain the plants, their uses and their stories. Training will be given.

### **Support the Alnwick Garden Office and Charities Office**

Administrative duties, word processing and envelope stuffing would be welcomed by the Alnwick Garden Trust Team, particularly for the Friends of Alnwick Garden scheme.

### **Help with Education Events**

Assist with special craft and social events for the elderly and for school children

### **Offering Special Skills**

Perhaps you have some special skill or talent that you can offer to The Garden, such as presentation skills, poster and leaflet design or something not even mentioned yet. If so, please list them, along with any ideas that you may have that will enhance The Garden experience.

## What kind of Volunteering are you interested in?

Area	I am interested in
Administration Work	
Budding Artists / Crafts	
Charity Office (Contact Direct)	
Drop In Centre	
Events	
Garden Guiding	
Garden Hosting	
Gardening	
Poison Garden Guiding	

### Charity Office Contacts;

Tracy Jones (Charities Projects Worker) 01665 511356 or email

[tracy.jones@alnwickgarden.com](mailto:tracy.jones@alnwickgarden.com)

If your Volunteering will involve working with vulnerable children and adults, you will be asked to complete a **DBS** check.

Is there anything else that you can think of to explore within The Alnwick Garden? Do you have any special skills or interests that you would like to offer to The Garden?

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**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.**

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

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**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:** \_\_\_\_\_