

VOLUNTEER APPLICATION FORM

Which Volunteer Role are you applying for?

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(Please refer to the information enclosed)

Personal Details

Name	
Address	
	Postcode
Home Tel.	
Mobile	
E-Mail	

How did you hear about volunteering with us?

- Referred by a National Museums Scotland Volunteer
- A friend
- Volunteer centre
- National Museums Scotland Website
- Other _____ (please specify)

If you are from a country outside of the European Economic Area, have you obtained the correct paperwork to allow you to volunteer in the UK?

Yes / No (delete as appropriate)

(If **No** please contact the Volunteer Co-ordinator to ensure National Museums Scotland is adhering to legislation guidelines)

<p>If Yes please provide further details:</p>
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Please tell us about your interests or skills (e.g. languages, studies, hobbies, computing etc) paid or voluntary, starting with the most recent.

Please continue on a separate sheet if necessary

Please be aware that some voluntary roles may require specific skills, qualifications and/or experience relevant to a particular department so please give as much information as you can which is appropriate to the role you are applying to.

Please continue on a separate sheet if necessary

Do you have a medical condition or disability where particular arrangements or adjustments are required? Yes No

If yes, please give the relevant details.

Please continue on a separate sheet if necessary

AM							
PM							
Evening							

Please indicate the approximate hours you are available per week / month
(delete as applicable).

REFERENCE

Please give a name of someone (not related to you), whom we can contact to tell us if they think you would be a good volunteer.

Full Name	
Address/ Post Code	
Home Tel.	
E-mail	

IMPORTANT INFORMATION

EQUAL OPPORTUNITIES POLICY

National Museums Scotland aims to ensure that no volunteer applicant will be treated unfavourably. An equal opportunities form is enclosed with this pack to help us to monitor whether our equal opportunities policy is working well and to identify any changes that we may need to make to it in the future. It would help us if you could return the form with your application.

DISCLOSURE SCOTLAND CHECK

If you continue with your application to volunteer, we will need to apply for a criminal records basic disclosure for you called a *Disclosure Scotland*. As part of the recruitment process, you are required to provide details below of any unspent criminal convictions, subject to the terms of the *Rehabilitation of Offenders Act 1974*. Please note, having a criminal record does not necessarily mean that you will not be able to volunteer. This will depend on the nature of the role being undertaken and the circumstances and background of the offence.

I have read and understood the above and I have *the following / nothing* (delete as applicable) to declare.

Please continue on a separate sheet if necessary.

GDPR AND DATA PROTECTION ACT 2018

The information collected on the Volunteer Application Form will only be used for the purposes recruitment and selection for the volunteer opportunity you have applied for with National Museums Scotland, in accordance with General Data Protection Regulation. As you will appreciate, we need to use your personal information to process your application, determine your suitability for the role, comply with our legal obligations, take steps towards entering into a volunteer agreement with you, and further NMS' legitimate business interests. Please refer to National Museum Scotland's *Volunteer Privacy Notice* for more information.

The information contained on this form will be held securely as a hard copy within the Human Resources department for up to 6 months to enable us to administer your application.

It will also be sent to relevant departmental representatives and / or potential volunteer line-managers to allow them to decide on your application.

Please sign here to indicate that all the information you have given us in this form is true, a far as you know.

Signature	
Print name	
Date	

Please return the completed form by post to the:

Volunteers Co-ordinator, Human Resources Department, National Museum of Scotland, Chambers Street, Edinburgh, EH1 1JF.

Or email to:

d.wilson@nms.ac.uk