



## Information for volunteer applicants

### Completion of application form

The form should be completed in BLOCK CAPITALS and black ink or typescript. Please give careful consideration to the questions asked and complete them as fully as possible. This will help us to ensure that your application receives full and fair consideration. Please do not send a Curricula Vitae as part of your application.

It would help our commitment to equal opportunities and diversity if you could complete an **Equal Opportunities Monitoring Form** and return it with your application.

We ask all volunteer applicants to complete and return an *Equal Opportunities Monitoring Form* with their application. The information you return to us on this form is treated as anonymous and confidential, and used only for the purposes of evaluation of our inclusiveness. While we value your feedback you are under no obligation to complete this form.

### Our approach to Equality and Diversity

National Museums Scotland is committed to promoting equal opportunities and diversity. We recognise the value that different backgrounds, skills, outlooks and experiences people bring to the organisation. This commitment extends to our volunteers and we welcome everyone from our community as a volunteer; and will not discriminate against our volunteers on the grounds of gender, sexual orientation, pregnancy, disability or impairment, age, race, colour, nationality, ethnic or national origin, marriage or civil partnership, religion or belief.

### Disability

The Disability Discrimination Act 1995 defines a disabled person as:  
*'Someone with a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities'*

It is recognised that disabled people are not only those whose disability is immediately apparent (eg blind people or those in wheelchairs) but also those whose disability is not immediately obvious (eg heart trouble, mental illness, epilepsy or diabetes).

### Information about your Disability

It is important if you consider yourself to have a disability which may require certain adjustments or arrangements to enable you to carry out the duties of the voluntary role that you give us the relevant information when you apply, using the *Equal Opportunities Monitoring Form*. Please regard this as a positive opportunity to let us give you any help or support you believe you may need, by outlining any aspects of the role which may present some difficulty, and any suggestions you may have for overcoming them (attach a separate sheet if necessary). This information is valuable because it will allow us to avoid making assumptions about your disability and to consider any potential needs.

## **Selection**

Selection of the volunteer is based on identifying the person(s) who best fits the requirements of the tasks suggested in the voluntary role based on experience, availability, skill, knowledge or attitude. The potential volunteer will then be invited to come to National Museums Scotland for an informal chat to find out more about us, and if the role is suitable for them.

## **Eligibility to volunteer in the United Kingdom**

There is no restriction on volunteering if you are from within the European Union or the European Economic Area (excluding Romania & Bulgaria). Refugees and Asylum Seekers living in the UK are also permitted to volunteer under new Home Office guidelines.

If you are a student from overseas (ie outside the EEU) here to study with a **Student visa** you can volunteer for up to 20 hours a week, but confirmation of your UK place of study is required before a role will be offered to you.

If you are coming from outside the EU just to volunteer in the UK you will require a Tier 5 Charity Worker visa, but unfortunately due to the legal regulations associated with this type of document National Museums Scotland cannot take you on as a volunteer. It is your responsibility to check the documentation required, and you are advised to contact the UK Borders Agency Home Office site at [www.bia.homeoffice.gov.uk/](http://www.bia.homeoffice.gov.uk/) for further information about volunteering in the UK before arranging a voluntary placement with us.

## **Security**

All successful volunteer applicants will be subject to a basic criminal records check provided through Disclosure Scotland.

## **Child Protection Policy**

National Museums Scotland has a Child Protection Policy. All new volunteers will receive child protection guidance, appropriate to their voluntary role.

## **Appointments**

All appointments are conditional upon certain information supplied being verified to National Museums Scotland's satisfaction. Should it be found that false or misleading information has been given; any offer of voluntary work may be withdrawn.

## **Completed applications**

Completed applications should be submitted to the **Volunteers Coordinator, National Museums Scotland, Chambers Street, Edinburgh, EH1 1JF** by the closing date detailed on the advert.

## **Enquiries**

If you require any further advice about completing the application form or about the voluntary role or selection procedures, please contact the above address or call 0131 247 4433.