

Volunteer Application Form

For Recruitment 1st March 2011 onwards

As an events company, volunteers are key when delivering the service we provide and their contribution and importance cannot be overestimated. The valuable events we organise are only made possible through the efforts of a dedicated team of volunteers who, like you, willingly give up their time to make our events enjoyable for all.

The volunteering programme brings countless benefits and opportunities to Completely Speechless Events, and we hope, to volunteers themselves. Hundreds give their time, effort and skills to maintain and nurture this programme. Without these generous and committed volunteers, the programme simply wouldn't exist.

We would also like to thank you for your interest in Completely Speechless Events and our Volunteer Opportunities. Please take a few minutes to complete our application form.

This application form allows us to get to know our volunteers from the first step of recruitment. You must be 16+ to volunteer with Completely Speechless Events.

Please complete this form in **BLACK INK**

Part One: Your Contact Details

Your forename(s):

Your surname:

Date of Birth:

Your home address:

Postcode:

Contact number:

Email address:

Part Two: Your Personal Profile

Our Volunteers are expected to hit the ground with a positive attitude. We can be flexible as long as we're achieving results, maintaining our vision and working with people who feel they can work with us. This section enables Completely Speechless Events match you to the best available opportunities. Please complete as best you can, if you run out of space, just turn over!

Do you have past experiences working with people?

Yes, I work with people on a regular basis Yes, I have worked with people in the past No, I haven't any experience

When volunteering with us, what skills and achievements can you bring to the team?

This could be work experience related, any recent training or education certificates, your hobbies and any personal experience.

This form continues »

Volunteer Application Form (continued)

What do you hope to gain from our volunteering programme?

Ideas to expand on may be: Meeting and working with new people; gaining confidence; building up experience for a future career/university application; a broader understanding of event management and organisation.

Over the past few years, what has been your biggest achievement and why?

Try tell us something you were involved in and are proud of, you may already still pursue this activity, if so, we want to know!

As a volunteer I would be...

A good addition to a hardworking events team Well motivated Able to meet deadlines Punctual & Reliable

Part Three: Declaration of Criminal Convictions

Completely Speechless Events takes its responsibilities for the safety and welfare of its service users, its volunteers and the organisation very seriously.

Criminal Convictions will be taken into account only when the conviction is relevant. Declaring a conviction will not prevent you from being considered for a volunteering role. Unless the nature of the work demands it, you will not be asked to disclose convictions that 'spent' under the Rehabilitation of Offenders Act 1974. However there are certain roles in our organisation which are exempt from the terms of the Act, and for these you are required to disclose all criminal convictions, including those which may be 'spent'. Consideration for these roles will be subject to a satisfactory criminal record check and a POVA/POCA check with the Criminal Records Bureau before the appointment is confirmed. This check will highlight any details of cautions, reprimands or final warnings, as well as convictions.

Completely Speechless Events will contact you if any more information is required.

To your knowledge, do you currently hold any criminal conviction(s)?

Yes, I hold a criminal conviction, of which will be highlighted on a CRB. No, not that I am aware of.

This form continues »

Volunteer Application Form (continued)

Part Four: Your Interests as a volunteer

Please tick **three options** which you would be interested in getting involved with while volunteering with us. Please note: Event Organisation and management is compulsory therefore is not an option.

- | | | | |
|----------------------------|--------------------------|-------------------------|--------------------------|
| Human Resources | <input type="checkbox"/> | Client Management | <input type="checkbox"/> |
| Communications & Marketing | <input type="checkbox"/> | Merchandising/Bar Sales | <input type="checkbox"/> |
| Children & Young People | <input type="checkbox"/> | Team-building Leader | <input type="checkbox"/> |
| Artist Management | <input type="checkbox"/> | | |
| Backstage Organisation | <input type="checkbox"/> | | |

Part Five: Data Protection

The personal data collected on this form is to enable HR & Opportunities process your application to volunteer. All is held on a protected database and is managed in accordance with our Data Protection Policy and The Act 1998. Completely Speechless Events is under a duty to protect the public funds of its administrators and therefore will not disclose or share personal data.

To see how Completely Speechless Events handles information in accordance to the Data Protection, see our website.

Part Six: Applicant Declaration

By signing below, I certify that all personal data is to the best of my knowledge, true and if my data, for any reason changes, I will notify the volunteering team as soon as possible.

I understand, as part of volunteering with Completely Speechless Events, my personal details will be stored on a confidential database with limited access, and will be used for reasons relating to my volunteering only and not shared with a third party.

Your signature:

Print Name:

I would/would not like to receive updates by SMS from Completely Speechless Events

Ways to return this application form

In Person

» Return in person to your representative from Completely Speechless Events

By Post

» Return in the post to:
Volunteering Team Completely Speechless Events 254 Heysham Road,
Heysham, Morecambe, LA3 1NW

By E-mail

» If you're feeling super green!, you can scan this form in and send to:
hr.csevents@live.co.uk

Thank you for your time

Without volunteers, our events wouldn't be possible.

Your application will be confirmed in writing within 10 working days.

Please complete the attached Equal Opportunities Form to assist your application.

Completely Speechless Events **PASSIONATE ABOUT ENTERTAINMENT**

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www.completelyspeechlessevents.co.uk