



VOLUNTEER APPLICATION FORM

Please post or email this form back to our Volunteer Coordinator
Suzanne Kayne at

volunteers@thecornhall.co.uk

Corn Hall, St. Nicholas Street,
Diss, Norfolk IP22 4LB

If you have any questions, please do not hesitate to contact Suzanne.
Many thanks and we look forward to hearing from you.

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| Name |
| Address |
| Telephone number (landline and mobile if possible) |
| Email address (if you check it regularly) |
| <input type="checkbox"/> Please check this box to confirm that you are happy for your contact information to be shared with other volunteers as part of the Corn Hall Company Manual. |
| Date of Birth (not essential) |
| Next of kin contact information |

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| Current situation (e.g. finishing college, unemployed, retired etc) |
| Education, qualifications & accreditations (most recent or highest first). This is optional but is very helpful for us to determine the most appropriate role(s) for you, and how we can best utilise your skills. |
| If any of the following applies to you, please give us the details: First Aid Training (Expiry date): Fire Safety Training (Expiry date): First Responder (Expiry date): DBS check (Expiry date): Food Hygiene Certificate (Expiry date): |
| Previous employment, work or life experience that may be of help to the Corn Hall in your role as a volunteer (recent or relevant only): |
| What personal skills do you think you could bring to the Corn Hall? |

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| What administration and IT skills do you have? |
| What skills would you like to develop and what would you like to get out of being a volunteer? |
| How does this fit in with your future plans or aspirations? |
| Why does volunteering at the Corn Hall appeal to you and why do you think you would be a good person to take it on? |
| Which of the following roles would you like to assist with? (Please circle all that apply) |
| <p>Front of House Stewarding at events Box Office - Daytime (This requires telephone & computer work and using our ticketing system for which training is given) Box Office Evening Assisting with the Bar Assisting with the Cafe</p> <p>Technical Film Projection Sound technician Lighting technician</p> <p>Marketing & Publicity Website/Social media Poster/flyer delivery Publicity assistance Design skills</p> <p>Visitor Information, Outreach & Heritage Taking shifts (morning/afternoon) on the Corn Hall Visitor Information Point desk Helping with town events eg Organ Festival Youth education & outreach Arts Awards Dementia Café (Time with Friends) Chatty Wednesdays</p> <p>Fundraising Communicating with Friends and Donors</p> <p>Professional Legal Bookkeeping IT Database updating Secretarial</p> <p>Other (Please state)</p> |



How did you become aware of this volunteering opportunity?

Publication/Media

Type of advert

Corn Hall website

Corn Hall Facebook/twitter

Corn Hall brochure

Other Internet Site

Diss Express/Mercury

 Online Printed paper

EDP

 Online Printed paper

Other source *(please specify)*

**Diss Corn Hall Trust
Equal Opportunities Monitoring**

Diss Corn Hall Trust is committed to a policy of equality of opportunity in all aspects of its recruitment and employment procedures. All candidates will receive fair and equal consideration.

In order for us to put this commitment into practice we need to assess how well our recruitment procedures operate in practice and it would be helpful if you would answer the questions below and return this sheet with your application form. There is no obligation for you to complete the form.

The information submitted will be treated in the strictest confidence and will be used only for statistical monitoring. It is not part of the selection process and will be separated from the application prior to short-listing.

Position Applied for

Name

Date of Birth

Gender

 Male Female

Please indicate your ethnic origin

Asian/Asian British

Black/Black British

Chinese

Middle/Near Eastern

Mixed Ethnic Group

White/White European

Do you consider yourself to have a disability?

 Yes No



References

Please supply two referees who we may approach to provide a reference for you.

Name

Address

Email

Telephone Number

Name

Address

Email

Telephone Number

One reference should be your last or most recent employment and the other can be someone who has known you personally for at least two years (but is not a relation).