**SHeffield Public art Recording**

**Volunteer Application form and agreement**

Thank you for applying for a volunteer role with Wessex Archaeology.

**Instructions:**

1. Please complete all the sections that are marked with an asterisk (**\***) which are mandatory
2. Please complete sections that are not marked with an asterisk if you consent to supply the information to help us understand our diversity profile (see below) but it is not mandatory for the agreement.
3. Sign and date the declaration at the end of this form

The personal data collected here will be held securely and confidentially and only available to the HR and outreach teams. Personal data that profiles you will only be used by the Company to produce reports on our diversity profile. This information is used to assist the Company to support and encourage under-represented groups and promote diversity in accordance with the provisions set out in GDPR 2018. Where your data is included in diversity reporting it will be anonymised.

**YOUR CONTACT** **INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Surname\*** | **Forename\*** | **Mr/Mrs/Miss/Ms/Other\*** |
| **Date of Birth** | **Tel (Home)\*****Tel (Mobile)\*** |
| **Email\*** |
| **Current Address\*** |
| **Nationality** |

**EMERGENCY CONTACT** **INFORMATION**

|  |
| --- |
| **Emergency contact name\***  |
| **Emergency contact Tel no.\*** |

**TELL US ABOUT YOU**

|  |
| --- |
| **How/where did you hear about this volunteering opportunity?**  |
| **Personal Statement.** Briefly tell us a little more about yourself and why you have chosen to volunteer at this time. |
| **Skills** Tell us a little about your skills. |

**Which project induction can you attend? Please tick all dates that you can make or indicate your first and second preference.**

|  |  |  |
| --- | --- | --- |
| Tuesday 17 May, 10.30am-12.30pm |  |  |
| Tuesday 17 May, 5-7pm |  |  |
| Saturday 21 May, 10.30am-12.30pm |  |  |
| None |  |  |

**MEDICAL HISTORY**

|  |
| --- |
| Are you now or have you recently suffered from any condition which may be relevant to your safety and comfort during your time with Wessex Archaeology? If so please give details and include any relevant medication that you have been prescribed. (Please note that a disability or health problem does not exclude you from volunteering with us) |

**VOLUNTEER RIGHTS AND RESPONSIBILITIES**

**Wessex Archaeology recognises the rights of volunteers to:**

* Receive adequate support in their volunteering
* Receive appropriate training
* Receive thanks and appreciation
* Be provided with safe working conditions
* Be adequately insured
* Know their rights and responsibilities if something goes wrong
* Be treated in a manner that is free from discrimination

**Wessex Archaeology expects volunteers to:**

* Be honest and reliable
* Respect confidentiality
* Make the most of training and support opportunities
* Carry out tasks in a way that reflects the aims and values of the organisation
* Work within agreed guidelines
* Comply with the organisation’s policies and procedures

**DECLARATION**

The information I have provided on this form is complete and correct.

I am aged 18 years or older.

I agree to adhere to the volunteer rights and responsibilities set out in this document and to conduct myself safely with regard to the safety of myself and others.

I understand that staff may be taking photographs and recordings for publicity purposes that may include me and I consent to the use of such material for these purposes.

I consent to you using my anonymised personal data for diversity profiling.

**Signature:**

**Print name: Date:**

**Please send complete volunteer application form to engagement@wessexarch.co.uk by Monday 9th May 2022, 10am.**

**For more information, please contact Natasha Bramall, Community Engagement Coordinator (n.bramall@wessexarch.co.uk).**