

Volunteer Application
Confidential

APPLICATION DATE: / /

PERSONAL DETAILS DATE OF BIRTH: / /

MR/MRS/MISS/MS NAME: _____

ADDRESS: _____

POSTCODE: _____

TELEPHONE: HOME _____

WORK: _____

E-MAIL: _____

FAX: _____

EMERGENCY CONTACT DETAILS

NAME: _____

ADDRESS: _____

TELEPHONE: HOME _____ WORK _____

DISABILITIES/ MEDICATION (PLEASE LIST):

PLEASE NUMBER IN ORDER OF PREFERENCE THE AREA OF GALLERY WORK YOU ARE MOST INTERESTED IN: (1 = MOST INTERESTED, ETC)

GALLERY MAINTENANCE

EXHIBITION INSTALLATION

EXHIBITION GUIDE

OPENINGS/EVENTS

MARKETING / PR

FUNDRAISING

WRITING / NEWSLETTER

RECEPTION

OTHER (specify)

ARE YOU JOINING US FROM AN EMPLOYMENT AGENCY? YES

NO

IF YES, WHICH ORGANISATION?

WESLEY

ENVITE

TURSA

CENTRELINK

CASEWORKER NAME: _____

CASEWORKER PHONE NUMBER: _____

REQUIRED HOURS PER WEEK? _____

5. ARE YOU AWARE THAT AS AN ACTIVE VOLUNTEER IT IS ESSENTIAL YOU ATTEND A MINIMUM OF ONE 3 HOUR SHIFT PER FORTNIGHT (EXCLUDING INSTALLATION ONLY VOLUNTEERS)?

YES NO

6. DO YOU PREFER TO WORK IN A TEAM OR ALONE? WHAT DO YOU BELIEVE THE BENEFITS OF YOUR CHOSEN STYLE?

7. HAVING INDICATED AN AREA OF PREFERENCE ON PAGE 1 (EG. RECEPTION), WHAT AREA WOULD YOU LIKE TO BE WORKING IN AFTER:

1 MONTHS TIME?

6 MONTHS TIME?

8. THE GALLERY IS A FLEXIBLE WORKPLACE WHERE EVERY JOB IS IMPORTANT. WOULD YOU OBJECT TO DOING ANY JOB? IF SO, WHAT WOULD IT BE?

9. DO YOU HAVE ANY SPECIAL SKILLS THAT YOU WISH TO OFFER TO THE GALLERY?

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS APPLICATION. A MEMBER OF GALLERY STAFF WILL CONTACT YOU IN THE NEXT FEW DAYS TO ARRANGE A MEETING AT WHICH POINT YOU WILL BE ROSTERED ACCORDING TO YOUR AVAILABILITY. IT IS ESSENTIAL THAT YOU UNDERSTAND THE IMPORTANCE OF YOUR COMMITMENTS AND ARE AWARE THAT AFTER THE SECOND UNNOTIFIED ABSENCE, WE WILL BE FORCED TO REPLACE YOU. THUS REMOVING YOU FROM THE GALLERY BENEFITS RECEIVED AS A VOLUNTEER.

WE LOOK FORWARD TO WELCOMING YOU TO OUR TEAM!

PLEASE CIRCLE AVAILABLE TIMES BELOW

HOURS:	10AM - 1 PM	OR	1PM - 4PM		
THREE HOURS PER:	WEEK	OR	FORTNIGHT		
DAYS AVAILABLE:	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY