# VOLUNTEER APPLICATION FORM

Please ensure this application is completed in full, and return by email, post or hand in to the GSC ticket desk   
marked for the attention of HR.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POSITION DETAILS** | | | | | | | | | | | |
| POSITION APPLIED FOR | |
| WHEN ARE YOU AVAILABLE TO VOLUNTEER? | | | | | | | | | | | |
|  | MONDAY | | TUESDAY | | WEDNESDAY | THURSDAY | | FRIDAY | | SATURDAY | SUNDAY |
| MORNING |  | |  | |  |  | |  | |  |  |
| AFTERNOON |  | |  | |  |  | |  | |  |  |
| EVENING |  | |  | |  |  | |  | |  |  |
| **PERSONAL DETAILS** | | | | | | | | | | | |
| TITLE |  | FORENAME(S) | |  | | | SURNAME | |  | | |
| ADDRESS |  | | | | | | | | | | |
| TOWN/CITY |  | | | | | | POSTCODE | |  | | |
| TEL# HOME |  | | | | | | TEL# MOB | |  | | |
| EMAIL |  | | | | | | | | | | |
| **WHY DO YOU WANT TO VOLUNTEER?**  Please use this space to tell us why you have chosen to volunteer at Glasgow Science Centre. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **ADDITIONAL SKILLS** Please summarise details of your skills, experience and personal qualities and achievements, which you feel you could bring to the role (max 250 words). | | | | | | | | | | | |
|  | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **hobbies and interests** Please list any hobbies and interests you may have | | | | | | | |
|  | | | | | | | |
| **most recent volunteer role / employment / education** Please let us know of any recent experience where you have a role to play | | | | | | | |
| COMPANY / SCHOOL NAME | |  | | | | | |
| company / school address | |  | | | | | |
| role title | |  | | position held | | |  |
| duties / responsibilities | |  | | | | | |
| **CRIMINAL CONVICTIONS DISCLOSURE**  I understand that any offer of employment may be subject to information on my criminal record being disclosed to Glasgow Science Centre by Disclosure Scotland. This is only required should I be appointed to Glasgow Science Centre. | | | | | | | |
| Have you ever been convicted of a criminal offence? (Declaration subject to the rehabilitation of offenders act 1974) | | | YES\* | | | NO | |
| \*If you have ticked yes, you may be asked to complete a self-declaration form, depending on the position being applied for. | | | | | | | |
| **volunteering IN THE UK** | | | | | | | |
| Do you have the right to volunteer in the UK? | | | YES | | | NO | |
| **disability confident** | | | | | | | |
| Are you applying through the “disability confident” scheme? | | | YES | | | NO | |
| Do you have any specific requirements for interview? | | | YES | | | NO | |
| **DECLARATION** | | | | | | | |
| I declare that the information given in this form is complete and accurate. I understand that any false information Or deliberate omissions will disqualify me from employment.  I understand these details will be held in confidence by Glasgow Science Centre, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with The data protection act 1998.  Please note that in submitting this form you have accepted these terms and agree to this declaration. | | | | | | | |
| SIGNATURE | S | | | | DATE |  | |
| Please return completed application forms by the advertised closing date to: **human.resources@glasgowsciencecentre.org**  or post to: **Human Resources, Glasgow Science Centre, 50 Pacific Quay, Glasgow, G51 1EA**  Please ensure you return your application with the relevant postage paid.  **To avoid delays, ensure your application and equal opportunities form is completed fully. A CV may be added in addition to your application.** | | | | | | | |