



# THANET HERITAGE VOLUNTEER PROJECT

We follow the Data Protection Act 1998 when asking for or handling and storing your information. Information given is strictly confidential. We will only use the information provided by you to assess your suitability to volunteer with us.

In addition, we request information on a separate sheet that is used for equal opportunities monitoring. This information is always kept separate from personal details and remains confidential. It enables us to check whether we are attracting volunteers from diverse backgrounds and to make changes if we are not.

We will conduct informal discussions with each volunteer recruit. Most volunteers will not require DBS checks unless volunteer roles require one to one contact with children or vulnerable adults.

## Personal Details

First Name:		Surname:			
Date Of Birth:	Title:	Mr	Mrs	Miss	Ms
Preferred Pronoun:	He/Him	She/Her	They/ Them		None
Address:				Postcode	
Tel:		Email:			
Preferred Contact Method:	Phone	Email		Text	

## About You

Tell us a little about yourself and why you would like to volunteer. Please include any experience, skills, hobbies, or qualifications

Employment					
Are you currently? Please Tick/Highlight					
Employed (F/T)	Employed (P/T)	Unemployed	Retired	Student (F/T)	Student (P/T)

Disability & Additional Need				
Do you have a disability for which special arrangements or adjustments are needed for the role? Or any particular needs that we should be aware of so as to best support your volunteering with us? Please Tick/Highlight			Yes	No
If yes, we may contact you in confidence to discuss your requirements.				

**Volunteering Opportunities**

Please tick or highlight the venue you are interested in volunteering at. If you are interested in more than one, please tick or highlight all that apply. Then tick or highlight the activities in which you are interested in. Please tick or highlight the box if you wish to discuss volunteering from home

<b>Margate Caves</b>	<b>Margate Museum &amp; The Tudor House</b>	<b>RAF Manston History Museum</b>	<b>Charles Dickens House Museum</b>
Cave Guide	Volunteer Guides	Shop	Events/Exhibitions
Learning & Education	Catalogue & Archive Collection	Grants Researcher	Catalogue & Archive Collection
Welcome Visitors	Exhibitions/Events	Conservation	Social Media
Events	Gardeners	Events	Room Steward
Archiving	Welcome Visitors	Social Media	Fundraising
Social Media	Social Media	Archiving	Gardeners
Cafe	Administration	Gardeners	Welcome Visitors

**How did you hear about us?**

Where did you hear about Thanet Heritage volunteering opportunities?

Visit	Other Website	Our leaflet	Community Space	Employment Centre	Word of Mouth
Other	Our Website	Social Media	Friend or Family	Volunteer Agency	College or University

Availability. (Please Tick/Highlight)							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
All Day							
Morning							
Afternoon							

Rehabilitation of Offenders Act 1974		
We welcome volunteer applications from everyone. Having a criminal record will not necessarily exclude you from volunteering with us and your application will be dependent on the nature of the offense and position applied for. Do you have any unspent criminal convictions or any action pending against you? Please Tick/Highlight	Yes	No

References	
<p>Finally, we want to provide volunteers and visitors with a safe and enjoyable experience. As a result, we ask you to provide us with two references from someone who knows you well, is not related to you and who can comment on your character and ability to carry out the role.</p>	
Name	Name
Email	Email
How does this person know you?	How does this person know you?
I give permission for named references to be contacted. (Signature)	Date:

Thank you for taking the time to complete this form.

Please return application by email to: [volunteerproject@margatecaves.co.uk](mailto:volunteerproject@margatecaves.co.uk) or by post to: Thanet Heritage Volunteering Project, The Margate Caves, 1 Northdown Road, Margate, Kent, CT9 1FG



# THANET HERITAGE VOLUNTEER PROJECT

## Equality and Diversity Monitoring

Thanet Heritage Volunteer Project aims to provide equal opportunities and fair treatment for all volunteers. The information below is anonymous and will not be stored with any identifying information about you. All details are held in accordance with the Data Protection Act 1998. We would like you to complete this form to help us understand who we are reaching and to better serve everyone in our community. The information will be used to provide an overall profile analysis of our volunteer base. If you would like the form in an alternative format or would like help in completing the form, please contact us

### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick /highlight the appropriate box

#### White

English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller  Rather not to say  Any other white background, please write in:

#### Mixed/multiple ethnic groups

White and Black Caribbean  White and Black African  White and Asian  Rather not to say  Any other mixed background, please write in:

#### Asian/Asian British

Indian  Pakistani  Bangladeshi  Chinese  Rather not to say  Any other Asian background, please write in:

#### Black/ African/ Caribbean/ Black British

African  Caribbean  Rather not to say  Any other Black/African/Caribbean background, please write in:

#### Another ethnic group

Arab  Rather not say  Any other ethnic group, please write in:

### Age

16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64  65+  Rather not to say

### Disability

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment which has a social and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day-to-day activities. This definition includes conditions such as cancer, HIV, mental illness and learning disabilities.

Do you consider yourself to have a disability according to the above definition?

Yes  No  Rather not say

**If Yes** What is the effect or impact of your disability or health condition on your ability?  
Please write in here

#### Gender

Man  Woman  Intersex  Non-binary  Transgender  F to M   
M to F  Rather not say  If you prefer to use your own term, please write here

#### Sexual Orientation

How would you describe your sexual orientation?

Bisexual  Gay Man  Heterosexual or 'straight'  Lesbian   
Rather not say  Other please write in

Are you married or in a civil partnership?

Yes  No  Rather not to say

Do you have caring responsibilities?

None  Primary carer of a child/children (under 18)  Primary carer of disabled  
adult child (18 and over)  Primary carer of older person  Secondary carer (another  
person carries out the main caring role)  Rather not to say

#### Faith

Which group below do you most identify with?

No religion  Baha'i  Buddhist  Christian  Hindu   
Jain  Jewish  Muslim  Sikh   
Rather say not say  Other (please write in)

Thank you for completing this form

Please send the completed form by email: [volunteerproject@margatecaves.co.uk](mailto:volunteerproject@margatecaves.co.uk)  
or by post to Volunteer Project, The Margate Caves, 1 Northdown Road, Margate, Kent,  
CT9 1FG