**Heritage Lincolnshire -**

**Research and Archive Volunteer Application Form**

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| **Name:** |  |
| **Address:** |  |
| **Email address:** |  |
| **Telephone:** | Mobile:  Landline: |
| **Please tell us why you would like to join as a Research and Archive volunteer (you can include any relevant skills, training, previous volunteering experience or relevant employment)** |  |
| **How did you find out about the Volunteer role?** |  |
| **What would you like to gain from this role?** |  |
| **Any pre-existing medical conditions we need to be aware of?** |  |
| **Any adjustments that you require to ensure a safe and enjoyable experience (e.g. slower working pace, large print, induction loop, wheelchair access)** |  |
| **Emergency Contact Details in case of illness** | **Name:**  **Address:**  **Post Code:**  **Home telephone:**  **Mobile:**  **Relationship to you:** |

**All personal details provided will be treated as confidential and stored securely according to current GDPR guidelines.**

**Please note that volunteers working on a regular basis with young people and schools will need a DBS certificate\*. This will be organised by Heritage Lincolnshire for those who need a new certificate and will require you to complete a form and bring in suitable proof of ID.**

**Please read the following statements and tick the boxes to confirm you have understood and agree to the following:**

I give my consent for my image to be taken whilst volunteering for the organisation. I understand that this image may be used by the charity for promotion of this and future events for up to three years.

I give my consent for my contact details to be retained by the organisation for 7 years following this event in order to allow the charity to share information about its current activities. I understand that I can contact Heritage Lincolnshire and request for this information to be removed from our records at any time. I understand that my contact details may be shared with Heritage Lincolnshire’s Insurance provider if required.

**I………………………………………………….. agree to follow the organisation’s guidelines detailed below.**

**Signed ………………………………………. Date:………………………………..**

Volunteers are an important and valued part of our organisation. We appreciate you volunteering with us and hope you find the experience enjoyable and rewarding. If you have any difficulties, or would like more information about Heritage Lincolnshire, please call us on 01529 461 499 or email [htladmin@heritagelincolnshire.org](mailto:htladmin@heritagelincolnshire.org).

Please return this form to [anna@heritagelincolnshire.org](mailto:anna@heritagelincolnshire.org)

\* DBS clearance (Disclosure and Barring Service), allows organisations to gain access to criminal records in

order to safeguard children and vulnerable adults from individuals who may be unsuitable.

**Guidelines:**

We ask that as a volunteer you:

* Work with us to help us achieve our overall aims and objectives;
* Be reliable and responsible, and uphold our standards of working (including adhering to our dress code for events);
* Complete our required administrative documents including time sheets and expenses claim forms if required
* Attend training sessions;
* Maintain confidentiality;
* Adhere to our policies, including equal opportunities and health and safety;
* Tell us if you have any concerns or issues to do with the type or amount of work you are being asked to carry out;
* Let us know if you are unable to carry out your agreed duties;
* Let us know if you intend to stop volunteering with us;

**Our responsibilities to you**

As a volunteer you can expect:

* A clearly defined outline of the work that we would like you to undertake. Your work will not replace that of Heritage Lincolnshire’s paid staff;
* To receive a full induction and training necessary to carrying out that work;
* Only to be asked to carry out work that you feel confident about doing;
* To be kept informed of any changes that affect you;
* To have pre-agreed expenses reimbursed at appropriate rates where possible;
* To be treated fairly and equitably;
* To have a safe working environment;
* That any personal information we hold about you is treated as confidential;
* To know who to contact for support or information, or if you have a problem with the type or amount of work you are being asked to carry out;
* To have opportunities to take part in social and other special events.