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# Volunteer Information and Application Form

***Note: Please read the role description below before completing this form.***

*The Tower Theatre encourages the participation of volunteers who support our mission and the objectives of the Folkestone-Hythe Operatic & Dramatic Society (the Charity). If you agree with these and are willing to be interviewed and trained in our procedures, processes and protocols, we encourage you to complete this application form.*

*The information on this form will be kept confidential and will help us to ensure we can provide the appropriate volunteer opportunity for you.*

# PERSONAL DETAILS

Name ..................................................................................................................................

Address................................................................................................................................

............................................................................................................................................. Home Phone............................................ Mobile Phone .................................................

Email....................................................................................................................................

I am happy for The Tower Theatre to contact me by email:

# REFERENCES

If you have worked in the past five years, at least one reference should be obtained from your last employer. If not, give the names of people who know you well.

## Referee one

Name .................................................... Capacity known to you .....................................

Address................................................................................................................................

Telephone.............................................. Email ................................................................

## Referee two

Name .................................................... Capacity known to you .....................................

Address................................................................................................................................

Telephone.............................................. Email ................................................................

# REHABILITATION OF OFFENDERS ACT 1974

Do you have any unspent convictions? Yes No

If yes, please specify:......................................................................................................

*Please note that a conviction will not necessarily exclude you from volunteering with The Tower Theatre, but will be taken into account when assessing your suitability.*

# EXPERIENCE, LEARNING AND SKILLS

Please tell us a bit about yourself. For example, are you working, studying, retired or looking for work? Have you done any volunteering before? Why do you want to volunteer with The Tower Theatre? Why you think you will be suitable for this role?

Make sure you refer to the volunteer role description which explains what skills and experience we are looking for. Please continue on one extra sheet if necessary.

## When are you able to undertake volunteer duties?

**…………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………**

**………………………………………………………………………………………………………**

**Do you consider yourself to have a disability/impairment?**

Yes No

## Do you have any particular requirements that might affect your volunteering?

(e.g. diet, disabilities, religion)

Yes No

## If you answered yes to the above, please give brief details

**…………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………**

**How did you find out about this volunteer role? ..............................................................**

**In case of emergency, please contact………………………………………………………….**

**Telephone number…………………………………………………………………………………**

As a volunteer within The Tower Theatre, I agree to abide by the Theatre’s policies & procedures. I understand that full training will be given through regular training sessions and briefings and I will be volunteering at my own risk. Furthermore, I understand that The Tower Theatre cannot assume any responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work I carry out for the Theatre. I agree that all work I do is on a voluntary basis and I am not eligible to receive any monetary payment or reward. I confirm I am over 16 years of age.

|  |  |
| --- | --- |
| **Signed……………………………………………** | **Please return completed forms to**:  **Gary Ingoldby-Spate**, **Duty Manager** The Tower Theatre, North Road,  Folkestone, CT20 3HL |
| **Print Name………………………………………** |
| **Date……………………………………………….** |

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# Volunteer Role Description

The Tower Theatre, has opportunities available for volunteers to assist the permanent staff with the delivery of the Theatre’s Charitable objects, which are:

### The advancement of the arts for the benefit of the public, through the operation of a theatre in Folkestone and the advancement of education in relation to the arts for the benefit of the public.

Volunteers are important members of The Tower Theatre team who share a love of theatre and give freely of their time to contribute in many ways to the wellbeing and development of the theatre.

Our volunteers enjoy a sense of being a part of an organization with deep roots in the local community and with a national reputation for high standards of quality and innovation. They also can meet and socialize with like-minded people and watch our productions when on duty.

Volunteers will be assigned to a member of the operational staff and will assist with duties which will include:

**Main Duties of a Tower Theatre Volunteer**

* Meeting and greeting members of the public both in the foyer and theatre.
* Supporting operational staff in their duties to enhance the customer experience and care of the public in general.
* Assisting with the sale of merchandise, ice creams, programmes and other items as directed by the operational staff.
* Assisting with the sale of both alcoholic and non-alcoholic drinks and confectionery in the auditorium.
* Assist with the operation of the cloakroom and the sale of goods from the confectionery kiosk.
* Assisting wheelchair users and customers with mobility issues.
* Directing all queries from customers to the operational staff or to the Duty Manager as appropriate.
* Assisting with customer surveys and theatre campaigns

As a The Tower Theatre volunteer you will need to undertake duties regularly to maintain your level of knowledge. Training sessions will be annually, with occasional additional sessions when new policies and procedures are introduced.

There is at least one social function for all volunteers held at The Tower Theatre each year which gives everyone the chance to meet.