



\*\*\* PROTECT – PERSONAL \*\*\*  
CONFIDENTIAL

# MUSEUM & ART GALLERY

## VOLUNTEER APPLICATION FORM

[www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk)

FOR OFFICE USE ONLY

Application No:

Date received:

The following information is required to administer your interest. This information will be held securely and is strictly confidential.

Please complete all parts of the form in own handwriting in BLACK INK – or type if preferred.

<b>1 PERSONAL INFORMATION</b>			
Surname:	Telephone Numbers: Home:		
Forename(s):	Mobile:		
Title:	Work:		
Address:	Can you be contacted at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Post Code:	E-mail address:		
<b>2 LANGUAGE SKILLS</b>			
Which languages other than English do you speak and/or write? (please tick if fluent)			
_____	Speak <input type="checkbox"/>	Fluent <input type="checkbox"/>	Write <input type="checkbox"/>
Please indicate whether you use Sign Language <input type="checkbox"/> Indicate British Sign Language level _____			
<b>3 ASYLUM AND IMMIGRATION ACT 1996</b>			
Do you have the legal right to live and work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please provide your National Insurance Number			
(If you are invited to interview you will need to bring with you evidence of your legal right to live and work in the UK. Your passport, birth certificate or confirmation of your National Insurance Number are acceptable documents. If these are not available we will notify you of other appropriate documents.)			
<b>4 DISCLOSURE OF CRIMINAL CONVICTIONS</b>			
As the role of a volunteer may involve working with children or vulnerable adults, it is necessary for all volunteers to have a Criminal Records Bureau Disclosure Check.			
Have you ever been convicted of a criminal offence? <input type="checkbox"/> Yes <input type="checkbox"/> No (Ignore any cautions, reprimands or 'spent'* convictions)			
If 'Yes' please give details below.			
DATE	COURT	OFFENCE	PENALTY
Creating a Cleaner, Safer and Sustainable Borough	Creating a Borough of Opportunity	Creating a Healthy and Active Community	Transforming our Council to achieve Excellence

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**EQUAL OPPORTUNITES MONITORING FORM**

[www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk)

Newcastle Borough Council is committed to equality and aims to ensure equal access and equal opportunities for all. Therefore, the Council aims to ensure that no prospective employee receives less favourable treatment as a result of their gender, marital status, ethnic origin, religious belief, sexual orientation, age, disability, responsibility for dependants, criminal record or for any other reason which cannot be shown to be justified. In order to assist us we would like you to answer the questions below.

All of the information provided will be treated in confidence and will be used by Human Resources for the purpose of providing statistics for equal opportunities monitoring. The Equal Opportunities Monitoring Form does not form part of your application and will therefore be detached from it on receipt and kept separate.

10a PERSONAL DETAILS		
Title:	Surname:	Forename(s):

10b DISABILITY	
Newcastle-under-Lyme Borough Council holds the Employment Two Ticks Disability Symbol. Part of this commitment ensures that any disabled candidate who meets the "Essential" requirements of the Person Specification will be guaranteed an interview.	
Do you consider yourself to be disabled as defined under the Disability Discrimination Act? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'Yes', please indicate what type of disability in the boxes below.	
Blind or Serious Visual Impairment <input type="checkbox"/>	Mental Health Condition <input type="checkbox"/>
Cognitive Impairment <input type="checkbox"/>	Other type of Disability <input type="checkbox"/>
Deaf or Serious Hearing Impairment <input type="checkbox"/>	Physical Impairment or Mobility Issues <input type="checkbox"/>
General Learning Disability <input type="checkbox"/>	Specific Learning Disability <input type="checkbox"/>
Long Standing Illness or Health Condition <input type="checkbox"/>	Prefer not to disclose type of disability <input type="checkbox"/>
If 'Yes', do you have any specific requirements in relation to attending an interview and, or, to assist you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have answered 'Yes' to any of the above questions, please give brief details:	

10c GENDER	
Male <input type="checkbox"/>	Female <input type="checkbox"/>

10d AGE								
Under 18 <input type="checkbox"/>	18-24 <input type="checkbox"/>	25-34 <input type="checkbox"/>	35-44 <input type="checkbox"/>	45-54 <input type="checkbox"/>	55-64 <input type="checkbox"/>	65-74 <input type="checkbox"/>	75+ <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Date of Birth (dd/mm/yy):								

10e ETHNICITY		
<b>Asian or Asian British</b> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Pakistani <input type="checkbox"/> Indian <input type="checkbox"/> Other Asian <input type="checkbox"/>	<b>Black or Black British</b> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other Black <input type="checkbox"/> <b>White</b> British <input type="checkbox"/> Irish <input type="checkbox"/> Eastern European <input type="checkbox"/> Gypsy/Romany/Traveller <input type="checkbox"/>	<b>Mixed</b> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Asian <input type="checkbox"/> Other Ethnic <input type="checkbox"/> Prefer not to answer <input type="checkbox"/>

10f SEXUAL ORIENTATION & RELIGION OR BELIEF		
<b>Sexual Orientation</b> Bisexual <input type="checkbox"/> Gay Man <input type="checkbox"/> Gay Woman/Lesbian <input type="checkbox"/> Heterosexual/Straight <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to answer <input type="checkbox"/>	<b>Religion or Belief</b> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/>	<b>Religion or Belief</b> Sikh <input type="checkbox"/> Other <input type="checkbox"/> No religion or belief <input type="checkbox"/> Prefer not to answer <input type="checkbox"/>

This form should be returned together with your Volunteer Application Form in an envelope marked: Volunteer Application Form(Confidential), Human Resources, Newcastle-under-Lyme Borough Council, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG.

**Thank you for your assistance in completing this form.**



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