

# VOLUNTEER INFORMATION RECORD

## CONTACT DETAILS

First Name(s).....

Surname.....

Do you wish to be know by any other name: .....

Daytime Phone Number:

Mobile:

Evening Phone Number:

Other Tel:

Work email:

Personal email:

Address: .....

.....

.....

Do you need a work permit?

A) Yes, and I already have one

B) Yes, but I do not have one

C) No

\*(For further guidance please contact the HR Admin Unit)

\*\*If you have provided an e-mail address, this will be the method by which you will be contacted. However, if you DO NOT wish to be contacted by e-mail please tick the box

## SKILLS & EXPERIENCE

Bar work       Technical - Lighting:  / Sound       Word       Excel

Databox(Box Office system)       Office Administration       Drawing

Teaching / Running Workshops  please specify.....

Please list any additional skills below that you have, no matter how obscure:

## AVAILABILITY

Please list days and times you are regularly **NOT AVAILABLE** to volunteer below:

**ADDITIONAL INFORMATION**

**Have you ever been convicted of a criminal offence?** Yes  No   
(If YES please give details)

**Are you in good health? Do you have any injuries that may affect your volunteer duties?**

**Are you on any medication? If so please give details.**

**Have you ever suffered from any mental illness?**

**Is there any further information you would like the West Wing to be aware of. Please detail below:**

**EMERGENCY CONTACT DETAILS**

Name of Contact:

Relationship:

Contact No:

Alternative Contact Number:

**Declaration**

I certify that the information on this form is correct

Signature.....

Date: .....