40 Duke Street Brighton

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**Front of House Volunteer Application Form – Young Persons (16-17)**

Front of House Volunteers are recruited before each exhibition (3 times a year) but we accept applications throughout the year. After you submit an application, we will contact you to arrange a group induction session with fellow prospective volunteers.

This form allows us to learn more about your reasons for volunteering, what skills you have and those you wish to develop. We wish to make each volunteers time at Fabrica as valuable as possible for them.

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| **Contact Details for volunteer**: we will use this information to contact you about a first meeting and store on our database (visit <https://www.fabrica.org.uk/privacy-policy> for more information on how we handle your data) |
| Full name: |  | Phone: |  |
| Date of Birth: |  | Email: |  |
| Address: |  | Preferred pronouns: |  |
| **Contact Details for guardian**: we will use this information to store on our database(visit <https://www.fabrica.org.uk/privacy-policy> for more information on how we handle your data)We ask volunteers under 18 to submit their parents or guardians details for safeguarding reasons. We also require a signature from said parent or guardian for consent for volunteer under 18 to join Fabrica’s volunteering programme. Consent allows Fabrica to contact the volunteer directly with the above details and gives consent for photographs which may be taken of volunteers during their shifts. Staff members working with volunteers have undertaken enhanced DBS checks. |
| Full name: |  | Phone: |  |
| Email: |  | Date of Birth: |  |
| Address: |  |
| Signature: |  | Date: |  |

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| **How / where did you hear about Fabrica’s volunteer programme?** |
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**Availability**

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| --- | --- | --- |
| Are you able to commit to at least one 3.5 hour shift per week during an exhibition? | YES | NO |
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**Motivations**

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| Why do you want to volunteer at Fabrica?  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please indicate with a circle on the scale from 1 – 10 your motivations for volunteering:I am motivated by social reasons: 1  2 3 4  5 6 7 8 9 10I am motivated by altruistic reasons: 1  2 3 4  5 6 7 8 9 10I am motivated by professional or educational reasons: 1  2 3 4  5 6 7 8 9 10 |
| Are there any particular skills you hope to develop through volunteering at Fabrica? (i.e. working with the public) |
|  |

**Your Skills, Experience and Interests**

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| What skills do you think you could bring to the role? |
|  |
| Please tick the areas you already have experience of |
|  | Customer service |  | Public speaking |
|  | Research skills  |  | Exhibition installation |
|  | Computer skills |  | General administration |
|  | Gallery education/ workshop/ projects / workshops |
|  | Working with specific groups of people |
|  | Communicating ideas concerned with contemporary art |

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| A large part of Front of House volunteering involves working closely with the public. Tell us about your experience of this? |
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| Please tick any groups you have some experience of working with. |
|  | People with learning difficulties |  | People with disabilities |
|  | People with mental health illness |  | Children  |
|  | Young people |  | Elderly people |
|  | Other (please give details) |
|  |

**Personal Information** –this information is processed after an induction and kept with your contact details.

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| --- | --- |
| Emergency contact name: |  |
| Relationship to you: |  |
| Emergency contact telephone number: |  |
| Do you have any condition that might have a sudden effect on your health/ wellbeing or which you think might be useful for us to know about? (Please give details)  |
|  |

**References** – these referees will be contacted after induction and then their contact details destroyed.

|  |  |
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| **Reference 1:** | **Reference 2:** |
| Name: | Name: |
| Relationship to you: | Relationship to you: |
| Phone number: | Phone number: |
| E-mail: | E-mail: |

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| **Declaration:** To the best of my knowledge I declare that the information contained in this application form is accurate and correct.  |
|  |  |  |
| Name | Signature | Date |
| **Please post completed application to:**office@fabrica.org.uk | FABRICA, 40 Duke Street, Brighton BN1 1AG. |