

VOLUNTEER APPLICATION FORM



THE DOCK feels that an application process is the most efficient way of meeting the needs of the organisation and determining the needs of our volunteers. The information on this form will be held confidentially and kept secure. Don't worry if you feel that you don't have any relevant skills or experience as THE DOCK is committed to developing the skills of volunteers. Please complete in full, writing clearly and in block capitals. *Please note that submission of an application does not automatically guarantee acceptance as a volunteer.* All volunteers will have to attend and Induction Meeting and some additional training. If successful, we will contact you with details of an induction meeting.

Please complete all sections and return your completed application form and reference to
Ciara McCormac, The Dock, St. George's Terrace, Carrick on Shannon, Co. Leitrim.
☎ 071 9650828 ✉ cmccormac@leitrimcoco.ie 🌐 www.thedock.ie

Name in Full: _____

Address: _____

Tel No (day): _____ Mobile: _____

Tel No (eve): _____ Email: _____

Please indicate below when you are most likely to be available e.g. summertime/wintertime, daytime, evenings, weekends etc.

Please tell us a little bit about your current and past employment or studies and any previous volunteering experience.

Please tell us why you would like to volunteer at The Dock, mentioning what programmes you would like to get involved with.

VOLUNTEERING ROLES @ THE DOCK

Below are a list of volunteering roles which may arise in The Dock. We have provided some information about each role. Please add any relevant skills / knowledge / experience which you have in the space provided.

Volunteering Role	FRONT OF HOUSE FOR PERFORMANCES AT THE DOCK
Role Description	<ul style="list-style-type: none">▪ Ushering▪ CD Sales▪ Collecting Glasses▪ Ticket Collection
Time of Work/Availability Required	Evenings of performances 7.30 -10pm
Please list any relevant experience/skills/qualifications which you have in relation to this role...	

Volunteering Role	GALLERY INVIGILATION
Role Description	<ul style="list-style-type: none">▪ To mind gallery space▪ Ensure that information and publicity literature are available to the public▪ To deal with queries from people visiting galleries.▪ To ensure that an air of quiet and calm is maintained within the gallery space.
Time of Work/Availability Required	Any time during the hours of 10-6 Monday to Saturday.
Please list any relevant experience/skills/qualifications which you have in relation to this role...	

REFERENCES

Please supply the names and contact information for two referees and include one written reference with this application. These should not be family members, but can be from previous employment, voluntary work or studies.

Name: _____
Address: _____
Phone: _____
Mobile: _____

Name: _____
Address: _____
Phone: _____
Mobile: _____

DECLARATION OF APPLICANT

THE DOCK is committed to protecting children and young people, and keeping them safe from harm. It is also committed to promoting equality and discouraging discrimination. Staff, volunteers and artists are required to comply with its policies on Child Protection, Health & Safety, Equality and Volunteers. By signing this form, I agree that if offered voluntary work with THE DOCK, I will uphold and support all aspects of its policies as detailed above. I give my permission that my referees may be contacted and that the information provided may be used to carry out any necessary background checks. I understand that this information will be held confidentially and may not be used for purposes other than described. I declare that the information I have given is true and accurate.

SIGNED: _____ DATE: _____