

Volunteer Application Form



| | |
|--------------|--|
| Date: | |
|--------------|--|

PERSONAL DETAILS

| | |
|--------------------|--|
| Title: | |
| First Name: | |
| Surname: | |

| | |
|--|--|
| Known as (if different from above): | |
| Role applying for: | |

| | |
|-------------------------------------|---|
| Address: | |
| Postcode: | |
| Telephone: | |
| Mobile: | |
| Email: | |
| Preferred method of contact: | Post <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> |

| How did you find out about volunteering at The Postal Museum? | |
|---|--------------------------|
| Word of mouth | <input type="checkbox"/> |
| Social media | <input type="checkbox"/> |
| Publication | <input type="checkbox"/> |
| Mailing list | <input type="checkbox"/> |
| Website | <input type="checkbox"/> |
| In the museum | <input type="checkbox"/> |
| Other: | |

SKILLS

Tell us about a time you have helped someone to discover something new.
What was the outcome?

INTERESTS

Tell us about your interest in history and/or archives.

EXPERIENCE

When have you experienced excellent customer service?
What made it so good? How did it make you feel?

When are you available to volunteer? Mark all those that apply.
Please check role descriptions for more details of when roles are available.

| | MON | TUE | WED | THU | FRI | SAT | SUN |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Morning (before 13.00) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Afternoon (after 13.00) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Evening / Events | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

How often can you volunteer?

Weekly ☐ Fortnightly ☐ Monthly ☐

How long would you be able to commit?

3 months ☐ 6 months ☐ 1 year ☐ More than 1 year ☐
Events ☐ Term time ☐ Non-term time ☐ Don't know yet ☐

Comments on availability

Please provide details of any health issues you feel we should be aware of to ensure your safety whilst volunteering with us or any arrangements you need to be made for you. The Postal Museum does not discriminate on the grounds of disability.



This voluntary role at The Postal Museum is subject to a Disclosures and Barring Service (DBS) check. Please state here if you have any previous convictions. Please note that this will not necessarily affect your application.

REFERENCES

Please provide details of two people, personal or professional, who we can contact.

| | | | |
|------------------------------|--|------------------------------|--|
| Name: | | Name: | |
| Telephone: | | Telephone: | |
| Email: | | Email: | |
| Address: | | Address: | |
| How do you know this person? | | How do you know this person? | |
| | | | |

DATA PROTECTION

The information provided here will be processed in line with the Data Protection Act 2018.

By signing the disclaimer below you recognise that all details within your application form are correct and for The Postal Museum to keep your application on record for 12 months from submission date.

If emailing your application, please type your name. Your email will be taken as signed consent.

| | |
|-------------------|--|
| Signature: | |
| Date: | |

| | |
|---|--------------------------|
| To have your details destroyed after the closing date for this role and not to be contacted about future volunteering opportunities please tick here. | <input type="checkbox"/> |
| I would like The Postal Museum to notify me of any future volunteering opportunities. | <input type="checkbox"/> |

SUBMIT YOUR APPLICATION

You can also email your completed form to: volunteers@postalmuseum.org or
Post to: Volunteer Manager, The Postal Museum, 15-20 Phoenix Place, London WC1X 0DA

Thank you once again for your interest in volunteering with The Postal Museum.