

**Volunteer Steward Application form 2019**

Please read the Terms and Conditions at the end of this document and make sure you are happy to adhere to these before completing your application.

**Return your completed form by email to:**

[tina@canterburyfestival.co.uk](mailto:tina@canterburyfestival.co.uk) or by post to:

**Tina Austen, Administrator, Canterbury Festival, 8 Orange Street, Canterbury, Kent CT1 2JA**

Please ensure you include your telephone number and email address (most of our correspondence with you will be via email).

**PERSONAL INFORMATION**

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| **First Name:** | **Title:** |
| **Surname:** | **Date of Birth:** *(optional)\** |
| **Address:** | |
| **Telephone no:** | **Mobile no:** |
| **Email:** | |
| **EMERGENCY CONTACT**  **Name:** | **Relationship:** |
| **Telephone No:** | **Alternative Telephone No:** |

**1. How did you hear about the Canterbury Festival and why would you like to volunteer as a Steward?**

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**2. What is your current or most recent occupation or main activity?**

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**3. Do you have any skills or past experience in the following areas? This is not critical but will help us establish what level of support you may require and make the most of your strengths.**

Event Stewarding

Working with Young People

Are you CRB checked?

First Aid (certificates & training)?

Administration experience

Catering

If you said yes to any of these please expand below - tell us where you have stewarded or what certificates you hold, etc)

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**4. Most of our volunteering opportunities take place during the evening. Are you able to support our work in the evenings?**

**5. Most events are within walking distance of the City Centre. Please note we are unable to provide transport, travel expenses or parking, including for Blue Badge holders. Are you able to make your own way to and from events during the evening easily and safely?**

**6. From time to time, volunteers may be asked to lift objects, for example you may be asked to move chairs. Do you have health problems or special requirements that we should be aware of?**

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| If yes, please give details/ describe your limitations: |

**7. The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions which are not spent. Although having a conviction will not necessarily preclude your participation in the Festival, as you may be in contact with children, we require you to include details of spent convictions. Do you have a criminal record?**

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| If yes, please give details: |

**I have read the conditions overleaf and agree to volunteer with the Canterbury Festival as outlined therein.**

Signed:

Print name:

Thank you for your application. If you are shortlisted we will be in contact to arrange an informal chat during which you will have an opportunity to speak to one of the Team and discuss the roles in more detail.

**Data Protection**

Under the new Data Protection Regulations, we require your consent to hold your personal details and to contact you. Please indicate in the boxes below that we may do so.

I agree that the Canterbury Festival may hold my details and contact

me regarding volunteering opportunities during the annual Festival.

I agree that the Canterbury Festival may hold my details and that they,

the Festival Foundation and Festival Friends may contact me regarding

volunteering opportunities at events throughout the year.

**TERMS AND CONDITIONS**

* All Volunteers must be 18 years old or over.
* Volunteers are responsible for arranging their own transport to and from Festival events. Please see the website ([www.canterburyfestival.co.uk](http://www.canterburyfestival.co.uk)) for more details on how to get to the Festival venues.
* Although Volunteers give their time freely (and the Festival appreciates that Volunteers are under no obligation to give their time), they agree to support the Festival as events and tasks require, and as directed by the Festival Staff.
* Volunteers agree to support as a minimum the events and duties they have signed up for as confirmed (with possible amendments/ additions) with the Festival.
* Volunteers agree to arrive at the stated duty time and to remain on duty until indicated by Festival staff.
* In the unlikely case that Volunteers cannot for any reason report for the events/duties they have been allocated, they will inform the Festival at the earliest possible opportunity.
* Absence from agreed events/duties without very good reason will jeopardise future volunteering opportunities or result in a warning and possible dismissal from Festival involvement.
* In accordance with the Health and Safety at Work Act 1974, employees, Volunteers and others engaged in activities have a duty to take reasonable care to avoid injury to themselves and/or to others in all activities.
* The Festival’s Equality policy seeks to ensure that no person is given less favourable treatment, consideration or are disadvantaged in any way on the grounds of age, disability, gender, marital status, race, religious beliefs, sexual orientation or any other individual characteristic which may unfairly affect a person’s opportunities in life. Volunteers are expected to respect this policy and conduct themselves accordingly.
* All persons engaging in volunteering activities should take proper care of their personal belongings. The Canterbury Festival cannot be responsible nor accept liability for any loss of or damage to personal belongings.
* The Festival holds personal data in compliance with the Data Protection Regulations. All persons have the right of access to the information being held about them and no information will be disclosed to third parties without their consent.
* Photographs may be taken at the events and these are sometimes subsequently used for publicity purposes. If anyone does not wish to be featured publicity under any circumstances it is their responsibility to inform staff.