



**Volunteer Enquiry Form**

**Personal details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| E-mail |  |

**Availability and commitment** (please tick as appropriate)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **AM** | **PM** | **Commitment** | | **Dates Available** | |
| Monday |  |  | Up to 1 month |  | From |  |
| Tuesday |  |  | Up to 3 months |  | To |  |
| Wednesday |  |  | Up to 6 months |  |  |  |
| Thursday |  |  | Up to 12 months |  |  |  |
| Friday |  |  | More than 1 year |  |  |  |
| Saturday |  |  | Hours per week |  |  |  |

**References**: Please give us details of two people whom we can contact for a reference, such as a previous employer, tutor or a personal reference from someone who has known you for over two years. References will only be taken up when a volunteer role is agreed.

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Address |  |  |
| E-mail address |  |  |
| Capacity in which known |  |  |

**Areas of interest** (please tick all relevant boxes)

|  |  |  |  |
| --- | --- | --- | --- |
| Answering enquiries |  | Manuscripts and archives |  |
| Cataloguing/documentation |  | Museums support |  |
| Collection administration |  | Musical instruments |  |
| Contemporary art |  | Outreach, promotion and marketing |  |
| Digital imaging |  | Preservation and conservation |  |
| General curatorial tasks |  | Rare books and publications |  |
| Exhibition support |  | Reader services |  |
| Lothian Health Services Archive |  | University archives |  |

Please note this is not an exhaustive list of our areas of work. If you are interested in working in an area not covered here, please contact us directly for further information.

If you have specific interest in one area of our work, please respond to the questions below accordingly.

|  |
| --- |
| Why are you interested in volunteering with St Cecilia’s Hall? |
|  |
| What skills or experience do you feel you could bring to volunteer role? |
|  |
| Please list any relevant qualifications, experience or interests. |
|  |
| How did you find out about volunteering at St Cecilia’s Hall? |
|  |
| Please provide any further relevant information (e.g. work or study commitments) |
|  |

|  |  |  |
| --- | --- | --- |
| Do you need any reasonable adjustments made in respect to the selection process? | Yes | No |
|  |  |
| If yes, please provide further details | | |
|  | | |

If you have any difficulties completing this application form, please contact the Student Engagement Officer in the Centre for Research Collections at the address below.

**Please e-mail completed forms to:** [**Serena.Fredrick@ed.ac.uk**](mailto:Serena.Fredrick@ed.ac.uk)

Information collected will only be used in regards to your application, unless you instruct us otherwise. We will not pass on your information without your consent. University Collections at the University of Edinburgh may keep your information on paper and electronically in accordance with the Data Protection Act 1998.

|  |  |
| --- | --- |
| For office use only | |
| Date received |  |
| Interview date |  |
| Interview confirmed |  |
| Start date |  |