



When completing the application please refer to the specific role description required.

For further information please visit: www.carnegietheatre.co.uk/support-us/volunteer-with-us/



VOLUNTEER APPLICATION FORM

Which position are you applying for?

Volunteer Box Office Assistant

Volunteer Front Of House Steward

Name:

Address:

Contact Telephone

Number:

Email Address:

Do you hold a valid full car driving license?

Yes

No

Please give details of any Interests or Hobbies you may have

If you are a relative of any member of the Carnegie Theatre Trust please state their name, position and in what relation.



APPLICATION FORM

Please add details of TWO referees

Referee One

Name:

Address:

Contact Telephone Number:

Email Address:

In what respect are you associated with them?

Can we contact your referee's during the application process?

Yes

No

Referee Two

Name:

Address:

Contact Telephone Number:

Email Address:

In what respect are you associated with them?

Can we contact your referee's during the application process?

Yes

No



APPLICATION FORM

Please give details of your secondary or further education.

Do you have any professional qualifications or are you a member of a professional body?
If yes, please give details.



APPLICATION FORM

Please give details of your most recent employment (if applicable)

Employer Name:

Address:

Your Role and Summary of Duties:

Length of Service:

Please detail any previous employment you feel is relevant to the role.

Please give the name of your employer, your role, length of service and a summary of your duties.



APPLICATION FORM

Why are you applying to be a volunteer with the Carnegie Theatre Trust?

Please detail any relevant experience you wish to note:

Have you any convictions which are not regarded as “spent”

Under the Rehabilitation of Offenders Act 1974? Yes

No

If “yes”, describe the offence and date of conviction

Are you currently the subject of any criminal proceedings or convictions?

Yes

No

If “yes”, describe the offence and date of conviction



APPLICATION FORM

Application Confirmation

Please state the date you filled in this application

I am ticking the following box to declare that the facts given in this application are to the best of my knowledge correct. I understand that any false information may result in my dismissal, if appointed.

I Confirm the above statement to be true to the best of my knowledge

Please send this application to volunteer@carnegietheatre.co.uk



Further Application Information

Thank you for your application, your help and support goes a long way to helping strengthen our local community.

What happens next?

1. Once you have sent your application to our volunteer email address, or even dropped the application into us at our box office, we will look to review it within 5 working days.
2. Once reviewed we will be in touch with you to discuss whether your application will be taken forward.
3. If your application is taken forward we will then arrange an interview with you, either face-to-face or zoom, and we will contact your referees (if suitable to do so).
4. If successful at interview stage you will be invited to attend a trial shift in the role that you applied for.

If you have any questions about the role/application or If you have a disability, which makes it difficult to complete our application form, please call us on 01900 600 708 or email us volunteer@carnegietheatre.co.uk

We wish you the best of luck with your application!



Further Application Information

Equality & Diversity Policy Statement

The Trust aims to develop a fair and consistent framework of policies and procedures, which strive to break down barriers, extend opportunities and improve access for all to the resources of the Trust. The Trust wholeheartedly supports equality of opportunity and will work to eradicate discrimination and prejudice both in employment and in provision of services. The Trust is committed to compliance with all regulations and legislation relating to equality, including the Equality Act 2010. Equality of opportunity forms an integral part of all activities and service provision within the Trust. Through this Policy, the Trust recognises that groups of people do experience discrimination and disadvantage because of their gender, age, race, disability, religion & belief, pregnancy & maternity, marriage & civil partnership, sexual orientation or gender reassignment. The overall responsibility for equality of opportunity lies with the Management Team but individual employees and volunteers at all levels have responsibility for active and effective implementation of this policy. It is the attitudes and activities of employees and volunteers at all levels that will be responsible for eradicating discrimination, victimisation, harassment and bullying. All employees and volunteers have a responsibility to accept their personal involvement in the practical application of this policy and the action plan. We will continue to implement an on-going Action Plan focusing on improving access to our products and services, extending opportunity and eradicating discrimination. We will actively seek to extend diversity in our audiences, workforce and in our creative offering. This will be reflected in recruitment, employment and volunteering policies and in the artistic programme, which will be informed by the ACE Objectives 2012-17 and the Creative Case for Diversity. Failure to comply with this policy may lead to disciplinary action and/or legal action. The Management Team are responsible for ensuring that all employees and volunteers are aware of the Policy and that adequate training is given to all in order to promote an awareness of equal opportunities.

Data Protection

The information you supply on the application form will be used to assess your suitability for the post applied for (or another relevant post). These details will only be disclosed to those persons involved in the selection process or personnel administration. The Trust will retain the forms of unsuccessful applicants for 6 months – in accordance with current guidance. Should you be successful, certain details from this form may be checked, and data matched to help prevent fraud. Some of the information will be entered into the Personnel Computer System, which will allow the Trust to administer your employment. This form will then be placed into your personnel file, and retained until after you complete your employment with us – for as long as legislation dictates. By ticking the confirmation tick box you are agreeing to the Trust using the information you provide as outlined above. Please be assured that the Trust will protect your information, and treat as confidential at all times in line with the Data Protection Act 2018 (GDPR).

Contact Us

Carnegie Theatre & Arts Centre, Finkle St, Workington, Cumbria, CA14 2BD

T: 01900 600 708

E: volunteer@carnegietheatre.co.uk

W: www.carnegietheatre.co.uk

