**City Varieties Music Hall**

**Volunteer Expression of Interest Form**

(Please send your application to HR: [humanresources@leedsheritagetheatres.com](mailto:humanresources@leedsheritagetheatres.com)

**Tell us who you are and how to get in touch with you.**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Email:** |  |

**When are you available to volunteer?**

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| --- |
| Your availability (please tick as appropriate)  **Mon**  **am pm**  🞎🞎  **Wed**  **am pm**  🞎🞎  **Fri**  **am pm**  🞎🞎  **Thurs**  **am pm**  🞎🞎  **Tue**  **am pm**  🞎🞎  **Flexible**  🞎  **Weekends**  🞎 |

**Use this section to tell us about your skills and interests**

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| Why are you interested in volunteering for LHTs and what do you hope and expect to gain from the experience? |
| What personal qualities and abilities would you bring? Do you have specialist skills, interests or hobbies that you would like to use when volunteering for LHT? Or are there some skills you would like to develop? |
| Tell us about any volunteering experience or any previous employment you have.  LHT welcomes volunteer applicants with all range of abilities for the skills they bring. We aim to create a positive environment that enables all volunteers to realise their full potential. So we can consider any appropriate adjustments to the volunteer environment and better support you in your role, please give details below of any disabilities or health issues (e.g. bad back). |

#### References

Please provide two references that we can contact if you are successful in your application. Please note, references can be employers, volunteers, landlords or tutors (for example) but **should not** be a relative.

##### Referee

|  |  |  |
| --- | --- | --- |
| Name: |  |  |
| Address: |  |  |
| Telephone |  |  |
| Mobile: |  |  |
| Email: |  |  |
| Relationship to you: |  |  |
| How long have you known them? |  |  |
| **Can we contact them?** | **Yes/No** | **Yes/No** |

**Data Protection**

Data Protection Act: I understand and agree that, as part of volunteering with LHT my details may be held in a confidential database that is only used for reasons relating to my volunteering.

Please tick box to confirm 🞏

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| **Signature:** |  | **Date:** |  |

**Convictions/Disqualifications/Criminal Records**

Leeds Heritage Theatres (LHT) is committed to promoting the safeguarding and welfare of children, young people and vulnerable adults. Therefore, all appointments are subject to satisfactory checks.   
  
A criminal record will not necessarily be a barrier to obtaining a position at LHT; if a check is returned and reveals any information, this will be discussed with the applicant. A decision will then be made in conjunction with the Chief Executive as to whether the volunteering offer should be withdrawn.

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| **Rehabilitation of Offenders Act 1974 (Exceptions)(Amendments) Order 1986**  We would draw your attention to the following statement: -  “Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.  **Please provide details below if you have been convicted of a criminal offence or have been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. If successful, details will be discussed with you. |
| **Are you subject to any legal or immigration conditions, which relate to your employment in this country?** **Yes/No.** If ‘yes’, please use the space below to tell us what these are. |

**Guidelines for Volunteer selection**

Our volunteer selection processes are carried out in a way that ensures that individuals are selected purely based on their ability to do the role in which they are interested. No volunteer will receive less favourable treatment on the grounds of a protected characteristic or be disadvantaged by conditions or requirements which are not justified or relevant to the role. The sole criterion for selection is the suitability of the applicant for the role. We are committed to ensuring that every applicant applying for a volunteer role within LHT is treated fairly.

**Statement to be Signed by Applicant**

Please complete the following declaration and sign in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I confirm that I am over the age of 18 🞏

**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading or if anything has been omitted, any offer to volunteer may be withdrawn.**

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

**Please send your application to HR at: humanresources@leedsheritagetheatres.com**