

**Volunteer Application Form**

**Please fill in all sections of this form.**

**The information you provide will be treated with strict confidence.**

**Please return to:**

National Coal Mining Museum for England, Caphouse Colliery, New Road, Overton, Wakefield, West Yorkshire WF4 4RH

Or

[volunteer@ncm.org.uk](mailto:volunteer@ncm.org.uk)

(Email us here if you have any queries)

## Your details

First Name: Address:

Surname:

Preferred Name:

Date of Birth:

Telephone: Post Code:

Mobile: Email:

## Your experience

Please give us a brief description of your previous roles (paid or voluntary employment):

## Your interests, hobbies and skills

Please tell us about any interests, hobbies and/ or skills you have:

## Your reasons for wanting to volunteer

Please tell us why you would like to volunteer with the National Coal Mining Museum:

## Your opportunities

Please tick ☑ the area(s) which would interest you most (please see our volunteer page for more information about the roles available):

□ Welcome Volunteer

□ Activity Volunteer

□ Other (please specify below)

## Your availability:

Please tick ☑ which day(s) would suit you:

□ Wednesday □ Friday

□ Thursday □ Saturday

□ Sunday

□ Other (please specify specific times, fortnightly, monthly etc. below)

## Your references:

Please provide us with two referees to support your application. They must have known you for at least one year cannot be a member of your family e.g. employer, colleague, friend, professional acquaintance, coach, teacher or social worker.

|  |  |
| --- | --- |
| 1. Name: | 1. Name: |
| Email: | Email: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone: | Telephone: |
| Relationship to you: | Relationship to you: |

May we contact your referee before interview? Please tick ☑

□ Yes □ No

## Medical conditions

Please give details of any medical conditions you think we should know about. Please note that this will not affect your selection but aims to make our volunteer programme accessible to all.

## Criminal convictions

Under the terms of the Rehabilitation of Offenders Act 1974, do you have any unspent criminal convictions? Please tick ☑

□ Yes □ No

If you have answered ‘yes’ please give details:

## Data Protection Act

I give my consent for the personal data contained in this form to be processed for the purposes set out in the privacy notice attached to this form.

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

I declare that the information I have given in this application is correct to the best of my knowledge.

I understand that if it is later discovered that I withheld or falsified that I may be summarily dismissed.

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

**Thank you for your interest in volunteering at the National Coal Mining Museum**



**Equal Opportunities Monitoring Form (Optional)**

As an equal rights employer the National Coal Mining Museum for England seeks a workforce that reflects the community it serves. We are committed to providing equality of access to employment and development opportunities for people from all parts of the community.

To ensure this policy is carried our effectively, we ask all participants to provide the following information. Selection for appointment/ promotion will be based on merit and ability.

Please tick ☑ the option that applies to you.

## Gender

□ Male □ Female □ Other □ Prefer not to say

## Date of Birth

* -/- -/- - - -

## Marital Status

□ Married □ Single □ Divorced □ Widowed □ Separated □ Other □ Prefer not to say

## Sexual Orientation

□ Straight/ Heterosexual □ Gay/ Lesbian/ Homosexual □ Bisexual □ Other □ Prefer not to say

## Disability

Do you consider yourself to be disabled?

□ Yes □ No

If yes:

What adjustments can we make in the recruitment process to take you disability into account?

## Ethnic Origin

□ White British □ White Irish □ White Other □ Black Caribbean

□ Black African □ Black Other □ Indian □ Pakistani

□ Bangladeshi □ Chinese □ Mixed (Please specify below) □ Prefer not to say □ Other (Please state below)

## Where did you hear about volunteering with the National Coal Mining Museum?

Please specify:



**To all Applicants**

**New data protection privacy notices**

I enclose a data protection privacy notice. Please read the notice carefully and keep it in a safe place as it contains important information about:

* who collects personal information about you;
* which information we collect and how and why we do so;
* how we use the information and who we may share it with;
* where we may hold your personal information;
* how long we keep your information;
* your rights to correct and access your information and to ask for it to be erased;
* details of where you can find further information about some of the matters listed above; and
* how to complain if we get things wrong and cannot resolve them for you.

We are sending you this new notice to make sure we comply with new legislation governing data protection, known as the General Data Protection Regulations or ‘GDPR’ and the legislation proposed in the Data Protection Bill.

Please therefore do not hesitate to contact **the Director of Finance, Planning and Performance** who can be contacted by email at info@ncm.org.uk or by telephone on 01924 848806 who will be pleased to help with any queries you might have.

# Data protection privacy notice (recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a ‘privacy notice’) and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

**Who collects the information**

The Trust is a ‘data controller’ and gathers and uses certain information about youand so, in this notice, references to ‘we’ or ‘us’ mean the Trust.

**Data protection principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our data Protection (Employment) Policy*.*

**About the information we collect and hold**

The table set out in Part A of 0 below summarises the information we collect and hold, up to and including, the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of 0 below summarises the additional information we collect before making a final decision to recruit, ie before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

**Where information may be held**

Information may be held at our offices, and third party agencies, service providers, representatives and agents.

**How long we keep your information**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment, further information on which is contained withinthe Data Protection Privacy (Employment) Notice*.*

Further details on our approach to information retention and destruction are available in our Record Retention (Employment) Policy.

**Your rights to correct and access your information and to ask for it to be erased**

Please contact the Director of Finance, Planning and Performance, who can be contacted by email on [info@ncm.org.uk](mailto:info@ncm.org.uk) or by telephone on 01924 8848806 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask the Director of Finance, Planning and Performance for some but not all of the information we hold and process to be erased (the ‘right to be forgotten’) in certain circumstances. Our Director of Finance, Planning and Performance will provide you with further information about the right to be forgotten, if you ask for it.

**Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

**How to complain**

We hope that the Director of Finance, Planning and Performance can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at [https://ico.org.uk/concerns/](http://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

About the information we collect and hold

* 1. **Up to and including the shortlisting stage**

|  |  |  |  |
| --- | --- | --- | --- |
| **The information we collect** | **How we collect the information** | **Why we collect the information** | **How we use and may share the information** |
| **Your name and contact details (eg address, home and mobile phone numbers, email address)** | From you | Legitimate interest: to carry out a fair recruitment process  Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages | To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome  To inform the relevant manager or department of your application |
| **Details of your qualifications, experience, employment history (including job titles**, **salary and working hours)** | From you, in the completed application form and interview notes (if relevant) | Legitimate interest: to carry out a fair recruitment process / Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit | To make an informed recruitment decision |
| **Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs** | From you, in a completed anonymised equal opportunities monitoring form | To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment) | To comply with our equal opportunities monitoring obligations and to follow our equality and other policies  For further information, see **\*** below |
| **Details of your referees** | From your completed application form | Legitimate interest: to carry out a fair recruitment process | To carry out a fair recruitment process  To comply with legal/regulatory obligations  Information shared with relevant managers, HR personnel and the referee |

* 1. **Before making a final decision to recruit**

|  |  |  |  |
| --- | --- | --- | --- |
| **The information we collect** | **How we collect the information** | **Why we collect the information** | **How we use and may share the information** |
| **Information about your previous academic and/or employment history from references obtained about you from previous employers and/or education providers, together with any general referees in support of your suitability for the post☐** | From your referees (details of whom you will have provided) | Legitimate interest: to make an informed decision to recruit  To comply with our legal obligations  Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice | To obtain the relevant reference about you  To comply with legal/regulatory obligations  Information shared with relevant managers and HR personnel |
| **Information regarding your academi**c **and professional qualifications ☐** | From you, from your education provider, from the relevant professional body | Legitimate interest: to verify the qualifications information provided by you | To make an informed recruitment decision |
| **Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information ☐** | From you and, where necessary, the Home Office | To enter into/perform the employment contract  To comply with our legal obligations  Legitimate interest: to maintain employment records | To carry out right to work checks  Information may be shared with the Home Office |
| **A copy of your driving licence if potential use of the Museum car is a requirement of your role ☐** | From you | To comply with the terms of our insurance | To make an informed recruitment decision  To ensure that you have a adequate driving licence, if a requirement of your role  Information may be shared with our insurer |

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked ‘☐’ above to us to enable us to verify your right to work and suitability for the position.

**\*** Further details on how we handle sensitive personal information are set out in Appendix 1 our Data Protection (Employment) Policy available from the HR department.