Volunteer Application Form

The John Peel Centre is a volunteer-led live music venue and community space in Stowmarket, Suffolk. We pride ourselves on providing a positive volunteer community with a variety of opportunities available.

We have over 100 volunteers and everyone can get involved in a variety of different ways. There is no minimum or maximum amount of volunteering required.

Please fill out the form below, this should take 5 - 10 minutes and we will be in touch shortly after. If you are having any issues with filling out this form, please contact cara@johnpeelcentre.co.uk or drop in on a Wednesday.

Personal Details		
First Name		
Surname		
Email Address		
Phone Number		
Age Range	☐ Under 18 ☐ 18 - 24 ☐ 25 - 34 ☐ 35 - 44	☐ 45 - 54 ☐ 55 - 64 ☐ 65+
Address		
Occupation	☐ In full-time education ☐ Employed ☐ Self-employed ☐ Full-time carer	☐ Homemaker/full-time parent ☐ Unemployed ☐ Retired Other:

Volunteering		
How did you hear about volunteering for the John Peel Centre?	☐ Word of mouth ☐ Facebook ☐ Instagram ☐ At the Centre (café or gig)	☐ College / School ☐ Physical Poster ☐ Existing JPC Volunteer Other:

Why are you interested in volunteering at the John Peel Centre?	☐ Support local community ☐ Build portfolio for career ☐ Gain new experience	☐ Interest in music ☐ Meeting new people Other:

What would you like to volunteer in?

☐ Administration	☐ Roadie *(in-house technical support for live performances)*	☐ Marketing *(data collection / leaflet distribution)*	☐ Programming Assistants *(gathering ideas for gigs / events)*
☐ Bar *(serving drinks / collecting / washing glasses)*	☐ General Events Support	☐ Graphic Design *(poster / flyers)*	☐ Maintenance *(building, DIY, painting, handyman etc)*
☐ Cleaning	☐ Lighting	☐ Finance *(supporting fundraising, donations, grant applications)*	☐ Outdoor Maintenance *(gardening)*
☐ Box Office *(ticket sales / welcoming visitors)*	☐ Sound Engineering	☐ Fundraising / Grant Applications	☐ Artist Liaison *(supporting bands and artists)*
☐ Children / Family Activities	☐ Photography / Videography	☐ Legal / Contracts	Other (please specify)

Do you have any experience in the following...

Bar Work ☐	Booking Bands ☐	Finance ☐
Front of House ☐	Photography / Video / Recording ☐	Marketing (Graphics / Social Media) ☐

Event Management ☐	Sound Engineering ☐	Fundraising ☐
Legal / Contracts ☐	Maintenance (Building / DIY) ☐	First Aid Trained ☐
Working with Young People ☐	Technical / Sound / Lighting ☐	Other:

When would you usually be available to volunteer? Please tick all that apply.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Emergency Contact: Name, Contact Number & Relation to you

Do you have any medical conditions, allergies or other accessibility requirements we should know about? If yes, please give details.

Do you consider yourself to have a disability? If yes, do we need to make adjustments. Please provide information.

Volunteer References	**(Name, Relationship, Company, Position, Contact Number, Email Address)**
Reference 1 *Education / employment referee*	
Reference 2 *Personal / character referee (not a family member)*	

DATA PROTECTION

At the JPC we value our volunteers, and your privacy is very important to us. The personal information you provide on this form will be held and processed by the JPC for the purposes of volunteer recruitment, correspondence and, where appropriate, DBS (Disclosure and Barring Service) checks. Holding this data is necessary:

a. for the purposes of our contract with you, and

b. for the performance of the legitimate interests of the JPC.

Under the terms of the General Data Protection Regulation, 2018, personal details of those taking part and recorded on this form will be used and stored by the John Peel Centre for the purposes of recording consent. We will not share your information with third parties unless they are acting under contract on our behalf.

Volunteer information is kept electronically on the JPC database, which is password protected, on the JPC server and a hard copy of this application is held in a locked filing cabinet.

We will endeavour to contact you annually to ask you to 'opt in' to remain on our volunteer list. If you do not opt in, we will destroy your details within 3 months. If you request to be removed from our volunteer database, which you can make at any time, you have the right to do so, and we will remove your details immediately. Requests should be addressed to the General Manager of the JPC.

Police and Criminal Record	
Are you willing to be DBS checked if required?	Yes / No
Do you have any unspent convictions?	Yes / No
If yes, this will be discussed further in person.	

CONSENT

I authorise the John Peel Centre to process my personal data manually and electronically as part of my volunteer record. This information will be used to contact me, my next-of-kin if necessary, and my references. I authorise the John Peel Centre to provide any medical information it contains to health professionals in the case of an emergency.

We may also use this data to report on our volunteering programmes to stakeholders. This data will not identify you as an individual.

Are you happy with the John Peel Centre holding and processing your data this way?	Yes / No
Do you wish to receive marketing emails?	Yes / No
Do you consent to being photographed for internal and external communications?	Yes / No

Signature: .....

Date: .....

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Please fully complete and return this form in person (John Peel Centre for Creative Arts, Church Walk, Stowmarket, IP1 1ET) or email to cara@johnpeelcentre.co.uk.

JPC Telephone: **01449 774 678**