



VOLUNTEER APPLICATION FORM

A Not for Profit Community Interest Company Registered in England & Wales at New Lodge, Riverside Walk, Grantham, Lincolnshire, NG31 9AN. (Company Number 06361030)

For further information or help completing this form:
Email: admin@gravityfm.net
Telephone: 01476 573300

PRIVATE & CONFIDENTIAL ONCE COMPLETED

To apply to volunteer with Gravity FM please complete this application form clearly in black ink and return it to us. The information you provide will help us to identify any suitable volunteering vacancies that may exist for you.

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

Surname		Title	
Other names			
Any previously used names			
Address			Postcode
Contact telephone (including area code)			Personal
			Mobile
Email address			
When is it best for us to contact you?			
Are you a member of The Friends of Gravity FM?			Yes / No

➤ **Tell us what you want to do**

Your availability: (please tick all that apply)	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
	day	eve	day	eve	day	eve	day	eve	day	eve	day	eve	day	eve
How flexible are you?														
Which areas would you like to be involved in? (please tick all that apply)	Community outreach & reporting													
	Fundraising, PR & marketing													
	IT & audio support (Technical)													
	Outside broadcasts													
	Presenting													
	Production & editing													
	Researching													
	Station administration													
Youth Work														
Where did you hear about us?														

➤ **Tell us about yourself**

Why do you want to get involved with Gravity FM?	
What can you offer Gravity FM?	
What do you think Gravity FM can offer you?	
Do you have any relevant training, qualifications or experience?	
Are there any particular skills you would like to develop whilst volunteering with us?	
Do you want to volunteer as part of another scheme e.g. DofE? If yes, please specify.	

➤ Share our values

Gravity FM is committed to making volunteering opportunities as widely available as possible to all members of the community. In addition to our programming commitments, Gravity FM has licence commitments for social gain, access, participation and accountability. Further details regarding these are available from the station on request.

Gravity FM is further committed to making volunteering a positive experience for all. This includes providing support, training and guidance whilst maintaining a safe and secure working environment. Discrimination, harassment or abuse of any form will not be tolerated both within and outside of the station and will be actively and appropriately challenged by all members of our team if it is observed.

All volunteers are expected to share and actively promote our aims and objectives. Gravity FM has established extensive policies covering many areas of our activities and all volunteers must agree to observe and be bound by these. If your application to volunteer is successful, you will need to ensure that you are familiar with those that relate to your involvement with us, particularly those relating to confidentiality, health & safety, use of our facilities and safeguarding.

Volunteers must not use, divulge or communicate with any person, firm or organisation (except in the proper cause of their duties during their employment by Gravity FM) any of the trade secrets or other confidential, technical, commercial or personal information of the Company relating to the business, organisation, accounts, analysis or other affairs of the Company which they might have received or obtained whilst volunteering for Gravity FM. This includes, but is not limited to:

1. Any information relating to trading policies of the company including particular names of suppliers, clients or customers;
2. Any documents or items marked as confidential or not specifically intended for public release.

In particular, volunteers must not, without the prior written consent of the Company, permit any confidential information:

1. To be disclosed, whether directly or indirectly, to any third party, except to those authorised by the Company to know or as required by law; or
2. To be copied or reproduced in any form or to be commercially exploited in any way; or
3. To be used for their own purposes or for any purposes other than those of the Company or to be used or published by any other person; or
4. To pass outside of their control.

These restrictions will continue to apply after the termination of your employment/volunteering but will cease to apply to any information which may come into the public domain through disclosure by the Company. The wrongful disclosure of confidential information, any other breach of confidentiality or any other failure to abide by the principles established in this section is a disciplinary offence. Depending on the seriousness of the offence in the sole opinion of the Board of Directors, it may amount to gross misconduct and could result in summary dismissal. The Company may also seek to recover any loss it incurs as a result of any breach of this agreement from the individual concerned.

➤ Help us protect you

Gravity FM welcomes volunteers from a wide range of backgrounds with many different abilities and skills. We aim to create a positive and safe environment that enables all volunteers of all ages to realise their full potential. The information you provide in this section will be used by us to help provide support and guidance to you as a volunteer.

Please use this section to make us aware of any disabilities, special needs or other considerations you have?			
Who do we contact in an emergency?	Name		
	Relationship to you		
	Telephone (Home)		
	Telephone (Work)		
	Telephone (Mobile)		
If you are under 18 years of age, a parent, guardian (or for children in care a representative of children's services) must complete this section	Date of birth		Age
	Your name		
	Consent to participate	I give consent for the young person named in this application to volunteer with Gravity FM. In case of emergency I can be contacted using the details above.	
		Signed	
		Date	

➤ Who can tell us about you?

Please give us details of two people who know you (not relatives) that are willing to act as referees. At least one of these should be from past or current employment, education or volunteering and at least one should have known you for two years.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Postcode		Postcode	
Telephone		Telephone	
Email		Email	
How do you know this person?		How do you know this person?	
How long have you known this person?		How long have you known this person?	

➤ The legal bit

Criminal Convictions - This post is exempt from the Rehabilitation of Offenders Act 1974 and as such the successful candidate will need to be CRB checked before being confirmed in post. If you are applying for a job supervising, caring for or otherwise connected with people from the following list, you must always declare any convictions for criminal offences, even where they have been spent. For these purposes, this includes working with children, older people, people who are dependent on alcohol or drugs and people with mental or physical disabilities, illness, injury or deformity, including those who are blind, deaf or without speech. Declaring a criminal conviction will not be taken into account unless relevant to the job.

Data Protection - Under the Data Protection Act 1988, I agree that the information provided on this application may be used by Gravity FM CIC, The Friends of Gravity FM and their agents during the recruitment process. If I am offered a role as a result of this application, I agree that all of the information on this form may be retained and some will be held on a computer database. If I am not successful, I understand that all recruitment information will be destroyed within six months after the completion of the recruitment process.

Details of convictions (state nil if appropriate or continue on additional sheets if necessary)	
Applicant's Declaration	I declare all information provided on this application to be true and complete. I further accept and agree to be bound by the agreements and rules outlined in the "Share our values" section above. I understand that any false or misleading statements or omissions may mean that my services will be terminated.
Signed	
Date	

➤ What happens next?

First you need to get your form to us. Please seal it in an envelope marked "Private - Volunteer Application" and post or deliver it to:

Gravity FM, Riverside Walk, Grantham, NG31 9AN.

When we receive your application we will read it and see if we have any suitable volunteering vacancies available. We will invite you to come and look around, meet the team and have a discussion with one of our management team about your application.

If we have a suitable volunteering vacancy and you still wish to proceed, the next step will be to take up your references and complete a CRB check. Providing these are satisfactory, we will then make arrangements with you to begin volunteering and provide you with suitable induction training.

Thank you for applying to volunteer with Gravity FM.