Paragen

VOLUNTEER APPLICATION FORM

Please complete and return to Ninian-Paragon@btconnect.com

PERSONAL DETAILS

Title:	
Name:	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	
Email Address:	
Date of Birth:	
Nationality:	
Language(s) Spoken:	
British Sign Language?	
Do you have any voluntary ex	perience? Please provide details?
Musical Instrument(s) played	

Qualifications, Performance a	nd Training Experience
Are you currently employed?	Yes/No (please deleted as applicable)
In Higher Education? Yes/No	
Retired from employment? You	es/No
National Insurance No:	
	y access requirements that you want us to take into account f any) you need during the interview and training process.
Do you have any particular die	etary requirements? (please state)
REFEREES Please indicate names and add and who have known you for 1. Name	dresses of two referees (not relatives) who may be contacted more than 2 years 2. Name
Address	Address
Postcode	Postcode

ABOUT YOU My Hobbies and Interest Include:	
My desired job/interest/skill is:	
Please list any internet social groups	you use (Facebook, Twitter, Google+, etc)
Signature	_Date

Tasks interested in	n:				
Organising eve	ents	Classroom Assista	ant	Research	
Finance		Administration	[Outreach work	
Office Assista	nt	Events Assistant			
Fund Raising		Interpreter		Other 	
Drama		Arts & Crafts		Music	
Dance		Video, Film and TV	/	Radio	
If your interest is r	not listed abov	e please enter detai	ls below:		
Times Available:					
Times Available:	10am-1pm	1pm – 5pm	5pm – 8pm	8pm +	
Times Available:	10am-1pm	1pm – 5pm	5pm – 8pm	8pm +	
	10am-1pm	1pm – 5pm	5pm – 8pm	8pm +	
Monday	10am-1pm	1pm – 5pm	5pm – 8pm	8pm +	
Monday Tuesday	10am-1pm	1pm – 5pm	5pm – 8pm	8pm +	
Monday Tuesday Wednesday	10am-1pm	1pm – 5pm	5pm – 8pm	8pm +	
Monday Tuesday Wednesday Thursday	10am-1pm	1pm – 5pm	5pm – 8pm	8pm +	

[Type text]	[Type text]	[Type te[] 4

The above availability for the r	next:	
1 – 3 Months	6 – 12 Months	12 + Months
What date are you free from:	/	
Other Information:		

PARAGON FAIR PROCESSING INFORMATION NOTICE

This notice is given to Volunteers so that PARAGON ENSEMBLE LIMITED can comply with its obligations under the Data Protection Act 1998. (The Act).

Paragon Ensemble Limited needs to keep information about you for purposes connected with your voluntary service, including your application. The sort of information we will hold will relate to your voluntary activities with the company. It will include information for expenses, references, contact names and addresses, training records, and information about the activities you have undertaken and where. We believe these uses are consistent with the principles of the Act. The information we hold will be for our management and administrative use only but we may, from time to time, need to disclose some information we hold about you to relevant third parties (e.g. where legally obliged to do so or where requested to do so by you for the purposes of giving a reference). We would seek your consent to do so, prior to disclosing any information where necessary.

If you need to know what information is kept about you then the company will tell you and explain why it is kept.

Please return this form to:

E: ninian-paragon@btconnect.com Ninian Perry

Creative Director

Paragon

350 Sauchiehall Street

Glasgow

G2 3JD T: 0141 354 0234

Appendix 1
Self-Declaration Form for a Child Care position requiring a Standard or Enhanced Disclosure
Private and Confidential
The post that you have applied for is for a child care position. The position is therefore exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions (Scotland) Order 2003. You are therefore required to disclose all convictions (spent and unspent), cautions and any relevant non conviction information