THE NATIONAL MUSEUM OF COMPUTING
VOLUNTEER APPLICATION FORM

PER004 (4) March 2015

Volunteer Agreement

Aims of the CodesAndCiphers Heritage Trust
(operator of The National Museum of Computing)

The CodesAndCiphers Heritage Trust aims to protect, preserve and promote the development of computer technology, from its origins with the Colossus code-breaking computer through the modern day.

Preface

In order to fulfil our aims, the CodesAndCiphers Heritage Trust relies upon volunteers to help operate its collection in terms of maintenance, acquisition, archival and exhibition. Volunteers will, in many cases, also be the public face of the trust's projects, and it is therefore vital that volunteers operate within a common set of standards that all CodesAndCiphers Heritage Trust staff adhere to.

Both the CodesAndCiphers Heritage Trust, and its volunteers, have clear responsibilities to each other and the purpose of this document is to ensure clarity on the responsibilities of both parties.

CodesAndCiphers Heritage Trust Commitments

1. To provide support and planning for all volunteer activities.

2. To treat and support all volunteers to the same standards as employed staff.

3. To work with representatives of volunteer groups and, where appropriate, individual volunteers to establish/ influence procedure, activities and programmes as necessary.

4. To provide training as required including emergency procedures, health and safety procedures, and specific subjects as required.

5. To support, promote and encourage research work.

Volunteer Commitments

1. To represent CodesAndCiphers Heritage Trust and support and promote its aims.

2. As part of the public-face of the CodesAndCiphers Heritage Trust, to extend a warm welcome and treat visitors with respect and courtesy.

3. To agree a programme of activities with the CodesAndCiphers Heritage Trust and ensure as far as possible, that the agreed programme is met.

4. To advise CodesAndCiphers Heritage Trust as soon as possible if, for any reason, a commitment cannot be undertaken or completed.

5. To support the collection of archive material wherever possible

6. To work to agreed programmes and to accept CodesAndCiphers Heritage Trust instructions where required.

7. To be as flexible as possible and be prepared to support other activities when required.

8. To adhere to the 'Working Practices and Operating Procedures' document as produced by the CodesAndCiphers Heritage Trust.

Volunteer appointments are at the discretion of CodesAndCiphers Heritage Trust and its directors.

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Volunteer Signature   Date

Volunteer Name (printed)

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Signature on Behalf of the Trust   Date

Name (printed)

How did you hear about volunteering at TNMoC? : (Please specify which publication or website)	
FOR OFFICE USE ONLY Application Reference Number:	

PERSONAL DETAILS

Title:	Mr ✗ Ms ✗ Dr ✗ Mrs ✗ Miss ✗ Other ✗ (please specify) :		
Forenames(s):		Surname:	
Home Address:			
Town / City:		County:	
Postcode:		Home Phone:	
Work Phone:		Mobile Phone:	
E-mail:			
Do you have any work permit restrictions? : (If so, please explain in the box)		Yes ✗ No ✗	
Do you hold a current driving license? :		Yes ✗ No ✗	
Date of Birth : *Note: This form is not suitable for applications for the Young Volunteer Programme (YVP). Those under 18 years of age should use Form PER007 for a YVP application.*			

IN CASE OF EMERGENCY (ICE) CONTACT DETAILS

To comply with legal requirements, we must ask you to supply us with contact details for your Next of Kin (NOK) or a person to contact In Case of Emergency (ICE).

Please ensure that you notify your ICE contact that their details have been supplied to TNMoC, and the reasons for supplying it.

Contact Name:		Phone No(s):	
Address:			
Town:		Postcode:	
Email:		Relationship:	

SUMMARY OF WORK EXPERIENCE

Please include details of any gaps in your employment history.

From: month / year	To: Month / year	Name and address of company	Position held, nature of work, reason for leaving

ACADEMIC, PROFESSIONAL/VOCATIONAL QUALIFICATIONS OR OTHER TRAINING

From: month / year	To: month / year	Establishment/Institution	Examinations / Subjects Taken

PERSONAL STATEMENT

[Please give details of any relevant practical experience (with examples) in relation to your desired work within the museum.]

Please continue on an additional sheet if necessary.

REFERENCE FORM

Please give the name and address of your current employer(s) as referees. If you have not worked before please give the name and address of a member of your school, college or university to whom reference may be made as being best acquainted with your work and conduct. Please ensure that you have given enough referees to cover the last five years of employment / full-time education.

Current Employer

NAME:	
POSITION:	
COMPANY:	
ADDRESS:	
TELEPHONE:	
EMAIL:	
FAX:	

May we approach your current employer now?　　Yes ✗　　No ✗

Previous Employer / Academic Contact / Professional Contact

NAME:	
POSITION:	
COMPANY:	
ADDRESS:	

TELEPHONE:	
EMAIL:	

CRIMINAL CONVICTIONS DECLARATION

The National Museum of Computing aims to promote equal opportunities for all persons, and welcomes participation from a wide range of individuals, including those with previous criminal convictions.

In order to ensure that we meet our obligations in the protection of children; young people, and vulnerable adults, we must ask all persons applying for positions at The National Museum of Computing to declare any previous criminal convictions.

Due to the nature of the work conducted by The National Museum of Computing, all positions (whether voluntary or otherwise) are classed as non-exempted occupations for the purposes of the Rehabilitation of Offenders Act 1974 (as amended by the Rehabilitation of Offenders Act 1975). As such, all 'unspent' convictions must be declared.

*Please refer to the museum's 'Recruitment of Ex-Offenders' policy for further information.

1. Have you ever been convicted of any criminal offence or accepted any reprimands; cautions, or Police warnings?
Yes ◯   No ◯
If yes, please supply details of any such criminal convictions:

2. Are you a person known to any Social Services department as being an actual or potential risk to Children or Young People?
Yes ◯   No ◯
If yes, please supply details:

3. Have you ever had a disciplinary sanction (from any organisation's governing body) relating to child abuse?
Yes ◯   No ◯
If yes, please supply details:

DECLARATION

I understand that the information provided on this form is true and complete to the best of my knowledge. I also understand that any misrepresentation; omission of a material fact or deception in relation to the information given above may be a criminal offence and will be cause for immediate cancellation of consideration for employment or for dismissal if already employed.

I authorise the National Museum of Computing to process my personal data taken from this form both manually and electronically as part of the recruitment process and, if appointed, as part of the employment record in accordance with the Data Protection Act 1998 and the museum's Data Protection Policy (PER003)

Full name:		Date of Birth:	
Signature:		Date:	

BLETCHLEY PARK TRUST

Application for Car Pass

Date	
Volunteer Position	**TNMOC**
Your Name	

	Main Car	**Alternative Car**
Make/Model		
Colour		
Registration Number		