

The Palace Trust – Volunteer Application Form

DATE: _____



The Bishop's Palace
WELLS · SOMERSET

TITLE:	FIRST NAMES:	SURNAME:
ADDRESS:		Telephone:
		Mobile:
		E-mail:
There are a wide range of volunteer roles at The Bishop's Palace. Which role(s) would interest you?		
Visitor Services Volunteer – be a part of the team that offers a friendly welcome to Palace visitor for at least half a day per fortnight. Volunteering inside and outside around the 14-acre site. Please tick <input type="checkbox"/>		Visitor Services Volunteer – out in the fresh air meeting and greeting visitors and encouraging them to visit The Bishop's Palace. Assisting the Visitor Operations Team to keep everything running smoothly across the 14-acre site. Please tick <input type="checkbox"/>

WHEN WOULD YOU BE AVAILABLE? The palace is open seven days per week 10am – 4pm winter/10am – 6pm summer		
DAY	AM – 9.45am – 1pm (winter) 9.45am – 2pm (summer)	PM – 12.45pm – 4pm (winter) 1.45pm – 6pm (summer)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
PREVIOUS RELEVANT EXPERIENCE AND SKILLS (either paid or voluntary):		
OTHER RELEVANT EXPERIENCE: Computer skills, language skills, etc		

Please indicate any health, accessibility, or other factor which may make certain types of work unsuitable for you:
Why would you like to become a volunteer at the Bishop's Palace and Gardens?
I am willing to: <ul style="list-style-type: none"><input type="checkbox"/> Attend induction training and any relevant training for my role<input type="checkbox"/> Volunteer regularly throughout the year (see above for suggested time contributions)<input type="checkbox"/> Agree my volunteering sessions in advance with my supervisor (you can contact us by e-mail, phone or use our on-line diary)<input type="checkbox"/> abide by the guidance I am given at my Induction training and by my supervisor
REFEREES: <p>The nature of all volunteer roles require us to obtain two references. Once we have received your application we will send you our proforma.</p>

Please note: closing date for applications is 20th Feb and we aim to conduct informal interviews w/c 4th March. Induction & safeguarding training for both roles will take place on Thurs 14th March 1-4:30pm. Visitor Operations Volunteer Training will take place on Wed 20th March 10:30-12:30 and Visitor Services Volunteer Training will take place on Mon 1st April 10-11am. Please let us know asap if you are unable to make the training.

Please return your completed application form to:
Siobhan Goodwin (Volunteer Co-ordinator)
The Bishop's Palace
Wells
Somerset
BA5 2PD

Or you can email your application to: siobhan.goodwin@bishoppalace.org.uk
Tel: 01749 988111 ex: 202