

Please use this space to detail why you wish to have your work placement at RAMM and your relevant interests or knowledge. Please include any other information you wish to give in support of your application.

Please continue on a separate sheet if required

PLEASE STATE THE DATES YOU ARE AVAILABLE FOR YOUR WORK PLACEMENT

Date from	Date to
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WHAT ARE THE TOTAL NUMBER OF HOURS YOU NEED TO COMPLETE

Hours

REFEREES

Please provide contact details for at least one referee. This must not be a friend or relative.

Full name	Full name
Address	Address
Postcode	Postcode
Telephone	Telephone
Email	Email
Relationship to you	Relationship to you

ADDITIONAL INFORMATION

A) **RAMM welcomes students with a wide range of abilities and skills.** We aim to create a positive environment that enables people with additional access needs to apply. Please let us know of any requirements you may have:

B) **Under the Rehabilitation of Offenders Act 1974, do you have any unspent criminal convictions?** If you have ticked yes, please summarise the details on a separate sheet of paper. Having a conviction will not necessarily stop you from volunteering, but we will need to take it into consideration when assessing your suitability

Yes No

C) **Are you entitled to volunteer within in the UK?** If you are from the UK, you are free to volunteer. The majority of EU citizens are free to volunteer within the UK. For those outside the EU you will need to check that your visa allows you to volunteer. We advise you to contact the UK Border Agency to find out about your eligibility to volunteer. RAMM may ask to see documentation proving your eligibility to volunteer within the UK.

Yes No

D) **What age group do you fall into?** RAMM accepts student work placement applications from individuals who are 18 years and over. If you are under 18 you may apply for a fixed term work experience placement or a school work experience placement

Under 16 16-17 yrs 18+

WHERE DID YOU HEAR ABOUT WORK PLACEMENT AT RAMM?

Museum Service <input type="checkbox"/>	RAMM Website <input type="checkbox"/>	Other online site <input type="checkbox"/>	Volunteer Bureau <input type="checkbox"/>
School/College/University <input type="checkbox"/>	Friend <input type="checkbox"/>	Other Volunteer <input type="checkbox"/>	Other (please specify)

DECLARATIONS

Please tick the boxes indicating that you have read and accept the declarations

- I understand and agree that in accordance with RAMM’s responsibility under the Data Protection Act 1998 the information I provide will be held securely and confidentially by Exeter City Council and maybe passed to other services of the Council, so that we are able to provide you with the best possible support. We may share your information with external organisations or individuals where we have a legal obligation to do so, for example, to prevent and detect fraud and corruption. We will not use your personal information for direct marketing purposes, unless we have specifically informed you that we will.
- I understand that any offer of a work placement with RAMM is subject to satisfactory checks and informal interview and is binding in honour only.

I declare the information I have provided is true.
 Signed _____ Date _____

WHAT NOW?

Please return your completed form to the Volunteer Co-ordinator, RAMM, Queen Street, Exeter, EX4 3RX, hand it in at the museum reception, or email a copy to ramm.volunteer@exeter.gov.uk

This form should only be used by those who will 18 years of age or older on the date that your potential placement would start.

