**Thank you for your interest in volunteering with us.**

Volunteers play a vital role at The Bishop’s Palace, in supporting our work, and we value the time, energy, and skills that each person brings. This form helps us understand more about you and how best to involve you in our activities. We are committed to promoting equality, diversity, and inclusion, and we welcome volunteer applications from individuals of all backgrounds, regardless of age, disability, gender identity, race, religion or belief, sex, or sexual orientation. If you need this form in a different format or require any assistance to complete it, please don’t hesitate to get in touch. Volunteers can claim travel expenses of up to £9 per day.

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| **DATE:** | | | *DATE RECEIVED: (internal use only)* | |
| **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 our visitors for at least half a day/fortnight.  Drawbridge Welcomer – be a welcoming face to those visitors who have crossed our drawbridge.  Palace Welcomer – welcome visitors who come into the palace buildings.  Tour Guide – Delivering at least one guided tour a fortnight.  Maintenance Volunteer – be part of a team that helps to keep The Bishop’s Palace looking first class. | | Learning Volunteer – helping to run family learning activities on school holidays on Tues/Thurs.  Gardening – supporting the gardening team to care for Bishop’s Palace grounds. Some gardening experience and availability one day a week would be an advantage. We generally need volunteer help 9:45-4 Mon-Thurs.  Community Garden – helping to plant, grow and harvest produce for a morning or afternoon per week.  Office Admin – supporting the office team with basic administration, answering phones, filing etc. Most volunteers come in for one day each week.  Collection Care Volunteer - checking inventory and condition of items in the palace | | |

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| **WHAT DAYS/ TIMES WOULD YOU BE AVAILABLE?** The palace is open seven days per week: 10am – 4pm Winter/ 9:30am – 5:30pm Summer. Briefings are held at 9:45 in Winter and 9:15 in Summer. |
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| **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?**  **Do you have the right to work in the UK?  YES / NO**  **If no, are there any restrictions which would prevent you from volunteering?** |
| I am willing to:   * Attend induction training and any relevant training for my role * Volunteer regularly throughout the year (see above for suggested time contributions) * Agree my volunteering sessions in advance with my supervisor (you can contact us by e-mail, phone or use our on-line booking system) * Abide by the guidance I am given at my Induction training and by my supervisor |
| **REFEREES**:  The nature of all volunteer roles require us to obtain a reference**. Please bring contact details for 2 referees to your informal interview** (ideally not family members or friends). |

**Please return your completed application form to:**

Gemma Palmer – Community Engagement Team

The Bishop’s Palace

Wells, Somerset

BA5 2PD

Or email your application to: gemma.palmer[@bishopspalace.org.uk](mailto:info@bishopspalace.org.uk) / Tel: 01749 988111 ex: 204