

Highcliffe Castle

Volunteer APPLICATION FORM



FOR OFFICE USE ONLY

Date form received:

Entered on Database:

Date of Induction:

Date of First Duty:

Follow Up call: by:

Date:

Please read carefully before completion

Information

Highcliffe Castle is owned and operated by Christchurch Borough Council. There are eight paid staff at the Castle, complimented by a dedicated team of volunteers, and we are always looking to recruit new people to join the team.

Previous experience is not necessary as training is given in all areas. The value of the input from our volunteers cannot be understated, and the future of the Castle would be very uncertain without them.

There are a few rules and regulations that you will be advised of, and be required to work within, which apply to how the Castle is run - such as fire evacuation procedures, minimum attendance and customer care etc., but there is essentially a family feel to the Castle - largely due to the fact that everyone works here because they want to.

If you are able to help in any way with this unique, stimulating, fun and friendly venture, you will be made very welcome.

Please complete the form opposite as fully and clearly as possible and return it to:-

David Hopkins
Castle Manager
Highcliffe Castle,
Rothesay Drive
Highcliffe,
Dorset,
BH23 4LE

You will then be invited to come in and find out more about the various areas that you can help us with. We have regular inductions for new volunteers on the first Thursday of each month. We can answer any questions you may have then sign you up for your first session!

**THANK YOU FOR YOUR INTEREST IN
HIGHCLIFFE CASTLE**

I WOULD LIKE TO BECOME A VOLUNTEER

Mr/Mrs/Miss/Ms

(surname)

(forename)

ADDRESS:

POST CODE:

E-MAIL:

HOME TELEPHONE:

MOBILE :

DATE OF BIRTH: / / 19 [This is for insurance purposes]
~ ~ ~ ~ ~

Please tick below which days you would be available.
On the days we are fully staffed we may ask you to accept an alternative.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday
[] [] [] [] [] [] []
~ ~ ~ ~ ~

Please tick below which areas of work at the Castle you'd be interested in.
We will elaborate on each work area on your induction afternoon.

Heritage Reception Area [] Grounds []
Room Steward [] Bar Work []
Gift Shop [] Tour Guide []
Weddings [] Exhibitions []
Events []
~ ~ ~ ~ ~

It is useful for us to know about your skills and background e.g: nurse,
teacher, carpenter; so that we can match them with activities at the Castle.
Please add detail below;

~ ~ ~ ~ ~

Signed:

Date:

DATA PROTECTION: The information you supply to us is kept on a computer file for
administration purposes only and treated as confidential.