



Information about our Volunteer Programme

Introduction

Thank you for applying to be a volunteer with the BFI. The information below outlines the type of work that volunteers do at the BFI and the commitment we would like to make if you were a volunteer with us.

Everyone has different reasons for offering their time. We aim to engage volunteers in work that is of interest and/or benefit to them at the same time as being of benefit to us.

What do our volunteers do?

You could be involved at any level of the organisations work in many different ways: from those requiring specialist skills to others where energy and enthusiasm are the only qualifications. Our volunteering opportunities can be separated into two main areas, database & information and our public programmes.

Festival work includes: hospitality and reception work, general running, assistance in the education, industry, sponsorship and marketing departments.

Database Information

Duties may include filmographic database checking and evidence collating, and voluntary work is based at Stephen Street.

Public Programmes

These opportunities are based mainly our site at the South Bank working with the public and other related activities/ events.

Student Ambassador Scheme

We recruit 10 – 15 student representatives each year

Your Commitment

If your application proves successful you will be expected to:

- Accept and work within the volunteer policy and the organisations policies and procedures.
- Attend regularly according to the arrangement you have with your volunteer co-ordinator.
- Participate in appropriate training to carry out tasks as directed by your co-ordinator.
- Understand and abide by our equal opportunities policy.

Our Commitment

- To provide effective support, training and supervision appropriate to the task including a proper induction.

- We will, wherever possible, endeavour to match the skills, interests and talents of each volunteer to the allocated tasks.
- We will treat all volunteers as fairly and equally as paid staff.

Benefits

- Opportunities to attend BFI events
- Regular updates on the BFI's activities.
- Opportunities to attend lunchtime or evening screenings.

Festivals offer a meal voucher per day worked to the value of £5 to be re-deemed in the Film Café, and to cover transport costs from within outer London. If the volunteer works beyond 23.00 they are provided with a Festival car or a taxi home.

Expenses

It is acknowledged by the BFI that the essence of volunteering is the giving, freely, of one's services and, while volunteers may not accept any form of financial reward for their services, they should not expect to be out of pocket as a result.

Volunteers will be offered reimbursement for out of pocket expenses, on production of receipts authorised by their supervisor, according to the prevailing formula and agreed maxima. The mechanism for payment of expenses will be subject to regular review.

Application Form

All volunteers must complete the application form and return it to the address indicated. This is because we need certain details to enable us to match you with suitable roles, which are mutually beneficial within the organisation. The form can be handwritten or typed.

You should ensure that:

- All sections of the application form are completed fully.
- Your handwriting is clear and legible and that spelling is accurate.
- You demonstrate enthusiasm and knowledge for the *BFI*.

Feel free to send additional supporting information if you wish.

Please be aware that owing to the number of application forms submitted we regret that we are unable to acknowledge receipt. We will only contact you if we have found a suitable placement.

All forms received are processed regularly. Forms are then forwarded to the relevant departments and they make a decision on the application.

Selection

We encourage people to apply from all sections of the community and volunteers will be selected and trained according to equal opportunities principles.

We will, wherever possible, endeavour to match the skills, interests and talents of each volunteer to the allocated tasks. Where appropriate, we will limit certain tasks to volunteers who can present particular skills, qualifications and experience.

Selection is also based on the availability of appropriate work and staff time for initial training and supervision for the time you are offering. Please be aware that as most applications are speculative and placements offered on an ad hoc basis there may not be any suitable opportunities at the time of your application and therefore some applicants may not be placed.

Your details will be held on file for 12 months, after which time you are free to reapply. Please keep us informed if your availability or contact details change during this time.

We really appreciate your interest in volunteering with us, and hope you would like to take it further. Please do not hesitate to contact us if you would like any further information.

BFI VOLUNTEER APPLICATION FORM

You are advised to refer to the guidance notes attached to this form, however if you have any further queries, please contact the Human Resources Department on 020 72551444 or email jobs@BFI.org.uk

SECTION 1: PERSONAL DETAILS *(Please print clearly)*

SURNAME	TITLE	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
FORENAMES <i>(in full)</i>		HOME TEL.
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
HOME ADDRESS		MOBILE TEL.
<input style="width: 95%; height: 80px;" type="text"/> Post Code		<input style="width: 95%;" type="text"/>
		EMAIL ADDRESS
		<input style="width: 95%;" type="text"/>

SECTION 2: QUALIFICATIONS AND EXPERIENCE

QUALIFICATION SUBJECT	LEVEL (i.e. GCSE, BA)	GRADE

Please enter below any knowledge, skills, experience and interests that might be helpful in support of your application.

Please continue on separate sheet if necessary

SECTION 3: PERSONAL STATEMENTS

Please explain your reasons for applying to work at the BFI as a volunteer?

Please continue on separate sheet if necessary

Which areas are you interested in working in and why?

Please continue on separate sheet if necessary

If you are applying for a specific volunteer position/programme, please state.

Do you have any association with the BFI e.g. membership? If yes, please specify.

We particularly welcome applications from individuals who have a clean valid driving licence and applicants who are prepared to do heavy lifting.

SECTION 4: AVAILABILITY

AVAILABILITY* •Up to 1 month •Up to 3 months •Up to 6 months •Up to 12 months •More than 1 year (For Festival volunteers - please refer appendix 1 for dates of the film festivals – these dates will be made available during festival periods)

DAY(S) PER WEEK (please circle) Mon Tue Wed Thu Fri Sat Sun

DATES AVAILABLE From To

Hours per day (approx) Total hours per week (approx)

Where did you hear about the BFI's volunteer programme?

BFI website •Word of mouth •Other (please specify) _____

SECTION 5: REFERENCES AND EMERGENCY CONTACT

Please provide the details below of two people, not related to you, whom we can contact for references

NAME (in full)

ADDRESS

TELEPHONE NUMBER

EMAIL

In what capacity do they know you

NAME (in full)

ADDRESS

TELEPHONE NUMBER

EMAIL

In what capacity do they know you

please provide the name and address of a person who we can contact in case of an emergency (i.e. next of kin) should your application be successful.

NAME

HOME ADDRESS

Post Code

HOME TEL.

MOBILE TEL.

RELATIONSHIP

SECTION 6: HEALTH DECLARATION

The health of each candidate is considered individually, and no decision to reject a candidate is made without professional medical advice. If you answer yes to the following questions, you will be asked to consent to provide further information.

Do you have a health or behavioural condition or are you taking any medication that could reasonably affect your ability to carry out work at the BFI? **Y / N**

If Yes details:
Do you have a disability for which special arrangements or adjustments may need to be considered, at interview or for purposes of work? **Y / N**

If Yes details:

SECTION 7: DATA PROTECTION

NOTE TO ALL POTENTIAL VOLUNTEERS ON DATA PROTECTION.

Information in this form will be held securely on the volunteer database and in hard copy form within the HR department to enable us to administer your application.

The information given in Sections 1 – 6 will be sent to relevant departmental representatives and potential supervisors for them to make a decision on your application. Information given in Sections 8 and 9 is strictly confidential and will not be circulated. A security check will only be initiated if your application is successful.

If your application is not successful, please note that we will only keep your information on file for 12 months after which time all applications are destroyed. During this time, however, we will contact you if any suitable opportunities arise.

I CONFIRM THAT I CONSENT TO THIS INFORMATION BEING HELD AND USED IN THIS WAY AND THAT ALL THE INFORMATION I HAVE GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

PRINT NAME

DATE

This form should be returned with your completed application form to the address indicated.

SECTION 8: CHARACTER DECLARATION (Please refer to the guidance notes)

Due to the nature and purpose of the BFI's business, which involves contact with children and valuable collections it is a condition of any offer of voluntary work that the organisation is satisfied about your character. **Please ensure that you read the guidance notes on this section.**

Answering yes to any of these questions will not necessarily prevent you from being appointed. Each case is considered on its merits. You must tell us immediately if you are charged with an offence or cautioned by the police after you complete this form and before you take up any position offered as a result of your application.

Please tick the box that applies

	<u>YES</u>	<u>NO</u>
1. Have you ever been convicted or found guilty of an offence by any Court in the United Kingdom or abroad, or by any Court-Martial?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you on probation, on a conditional discharge, or "bound over" after being charged with any offence?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you been charged with any offence, which is still pending?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever received a formal caution?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you insolvent?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is a Receiving Order in effect on your property?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you an undischarged bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the above is Yes, please give full details below;

- For questions 1,2,3 and 4 you should include details of the date and place of any relevant court hearing, the type of offence or caution, the sentence or order of the Court and, if applicable, the name and address of the Probation Officer.
- If you have been declared a bankrupt, you should give details of the proceedings and the place at which they were held.
- Details:

May we approach the Court concerned? Yes No

Please note that if you are subsequently offered a voluntary position within the BFI, the information declared in this section may be checked with the National Identification Service and the Criminal Records Bureau, which are external organisations.

I consent to the completion of this section and declare that the information given is, to the best of my knowledge and belief, true and complete. I understand that the information declared in this section will be checked with an external party and the BFI will also receive personal information from this party if I am offered a voluntary position within the organisation.

NAME (BLOCK CAPITALS)

ANY OTHER NAME PREVIOUSLY KNOWN BY

BIRTHPLACE (Town as shown in Passport)

SIGNATURE

DATE

SECTION 9: EQUAL OPPORTUNITIES MONITORING

The BFI is striving to be an Equal Opportunities Employer and seeks to ensure that in its provision of services it will offer equality of opportunity for all persons regardless of race, colour, ethnic or national origin, disability, sex or religion.

In order to ensure we can monitor implementation of this policy, applicants are requested to complete this section of the application form. The information given will be anonymously retained by the Volunteer section for monitoring purposes and associated record keeping only in line with the Data Protection Act 1998. This information will not form part of any personal file and will be treated on a private and confidential basis.

Please indicate your gender:

Male

Female

Please indicate your ethnic origin:*

White

British

Irish

Any other white background (please describe)

Asian & Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please describe)

Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background (please describe)

Black or Black British

Caribbean

African

Any other Black background (please describe)

Age:

I am: Under 20

20-29

30-39

40-49

50-59

60 or over

Chinese or other Ethnic Group

Chinese

Any other (please describe)

*** These categories are approved by the Commission for Racial Equality**

This form should be returned with your completed application form to **Volunteers, Human Resources, 21 Stephen Street, London, W1T 1LN .**

Guidance Notes- Volunteer Application

Section 1: Personal Details

- This information is required for administrative and security reasons. All information, with the exception of email address and telephone number, is compulsory.

Section 2: Qualifications

- In many cases, particular knowledge and skills are not necessary requirements to becoming a volunteer with the BFI. The most essential element is “the willingness to commit your time to make a valuable contribution to the organisation.” However, it is important to note that particular departments may require specialist knowledge or a developed interest in that area, depending on the tasks or projects available. Should you have knowledge or skills that you consider may be relevant to your application, there is space to enter them.

Section 3: Personal Statements

- This information is required to help us find suitable tasks for you as a volunteer. Please answer all questions fully.
- On occasions we hold recruitment drives for specific volunteer programmes. If you are applying for one of these, please specify in the relevant box. For more information on these volunteer programmes, please refer to our website www.BFI.org.uk to the information given in the application pack.

Section 4: Availability

- Please provide us with as much information as you can about your availability to ensure that we can find you a suitable position.
- Please be aware that volunteer work at the weekend is, in the majority, limited to public programme activities. At weekends, there are few opportunities to work within curatorial, conservation and central services departments as they are closed.

Section 5: References and Emergency Contact

- We require two referees who we can contact if your application is accepted to comment on your suitability to work. The referees can be from previous employment, college tutors, previous organisations where you have volunteered but **not** family members or friends.
- We require details of a person who can be contacted in the event of an emergency. This information will only be recorded if your application is successful.

Section 6: Health Declaration

- We require this information to make certain that we take all reasonable care to ensure your safety whilst working as a volunteer.
- This information will also allow us to act quickly and properly in the case of an emergency.

Section 7: Data Protection

- Confidential personal information recorded about volunteers is kept and maintained under data protection legislation.

Section 8: Character Declaration

- As a consequence of the Protection of Children Act 1999, there is a statutory requirement for checks to be carried out on any staff, volunteers or others who are in contact with children or vulnerable people whilst employed or acting on behalf of the BFI. Vetting must also be carried out on those likely to come in to contact with the collections in accordance with the recommendations laid out by the Museums, Libraries and Archives Council (MLA). Therefore in order to ensure compliance with these regulations it is a condition of any offer of voluntary work that a security check will be made by the organisation irrespective of where the person is based or what type of work they are undertaking.

For your assistance in completing this section:

- “Offence” in question 1, 2, 3 and 4 includes motoring, but not parking offences.
- If you give any special information which you know is false or if you withhold any relevant information, this may lead to your application being rejected, or, if you have already been appointed, to your dismissal.
- You need not give details of any conviction that is spent under the Rehabilitation of Offenders Act 1974. Should you have any doubts as to whether or not a conviction is spent, you should, before filling in the section, seek advice from an appropriate person, e.g. a solicitor, the Clerk of Court where you were convicted or a Citizen’s Advice Bureau.
- You must sign and date the section.

You are welcome to ring the Volunteer Co-ordinator*, anonymously if you wish, before submitting your application, to discuss any queries that you may have.

Section 9: Equal Opportunities Monitoring

- Information given in this section will be used for statistical data, which is analysed only for the purpose of understanding whether our equal opportunities policy is effective, and to identify any changes that need to be made.

Volunteer Coordinators:

- BID Project - Stephen Pearson
- Festivals - Helen de Witt
- Marketing - Darren Wood