



Production Team Member Application Form

“The Evolution and History of British Chinese Work Force”

Role (You can tick more than one box, put 1 as your 1st choice, 2 as your 2nd choice, etc.)

- Assistant Project Manager (Internship from Nov 2009 to Mar 2010)
 Chief Artist
 Assistant Artist
 Researcher
 Interviewer
 Photographer
 Translator
 AV Editor
 Flash/Web Designer
 Driver

Personal Details

Surname: _____ Forename(s): _____

Chinese Name (if applicable): _____ Gender: Female Male

Title: Mr Mrs Miss Ms Others _____ Date of Birth: _____

Address: _____

Postcode: _____

Tel (Home): _____ Tel (mobile): _____

Email: _____

Status: (Please tick the box)

- Unemployed
 Working Part-Time
 Working Full-time
 Student
 Retired
 Long Term Sick/Disabled/Health Problems (Please specify) _____
 Others (Please specify) _____

Outline any skills, interests, hobbies, previous experience

How much time do you have available for volunteering? (Please tick the boxes which indicate your availability)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

When will you be able to start volunteering? _____

How did you find out about voluntary work with us? (Please tick the box)

- Press Advert
 Leaflet
 Poster
 Article in Newspaper
 Exhibition
 Talk/Presentation
 TV/Radio
 Volunteer Bureau
 Email
 Referral
 Word of Mouth
 Website (Please specify) _____
 Others (Please specify) _____

For Office Use Only

Accepted: YES / NO	References taken: YES / NO	References received:
CRB:	Start date:	Welcome letter:

What are your reasons for volunteering? (You can tick more than one box)

- Interested in this specific project Gain work experience Get involved in the community
 Develop new skills Make new friends Build up confidence

Additional reasons or comment:

In both the interests of yourself and the people with whom you will be working, we require a reference from two referees who have known you for at least 2 years. These two referees **MUST NOT BE FAMILY MEMBERS. If your circumstances mean that you are unable to provide current references, we will be happy to discuss this further with you.**

Name:	Tel No.:
Address:	Relationship to you:
Postcode:	
Email:	
Name:	Tel No.:
Address:	Relationship to you:
Postcode:	
Email:	

As agency working with people (including vulnerable people), certain volunteer roles are considered exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any convictions must be declared. You must disclose all previous convictions; none of these may be considered spent.

Have you ever been convicted, warned, reprimanded or cautioned for a criminal offence, or liable in a civil case? Yes No

If yes, details will be required from you on a separate sheet (in strict confidence).

We may require a criminal records check. Do you give your permission for us to carry out a check. Yes No

Data Protection Act 1998

Information on our database is strictly confidential and we do not pass on any personal data about you to outside organisations and/or individuals without your express personal consent. Please indicate if you agree that we may:

Keep basic information from this form on computer? Yes No

Send you updates and more information about our Institute? Yes No

Emergency Contact

Name:	Tel No.:
Address:	Relationship to you:
Postcode:	
Email:	
Has this person agreed to be your emergency contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I certify that all of the information given on the form is correct.

Signature:

Date:

Thank you for your interest in volunteering with Ming-Ai (London) Institute. Please complete the form and return to: Ming-Ai (London) Institute, 1 Cline Road, London N11 2LX.

Tel: 020 83617161

Email: enquiry@ming-ai.org.uk

Website: www.ming-ai.org.uk