



**CONFIDENTIAL**

# SFM Radio Volunteer Registration Form

*Sittingbourne Community Radio is a Company Registered in the UK.  
No. 6750023*

*SFM is an Ofcom Licensed community radio station entirely run by volunteers. To make the station successful we need a large number of volunteers to support in various ways. From helping out in the office for a few hours a week to coming in everyday and reading the news, anything you can give will help support your local community station.*

<p><i>For office use only:</i></p> <p><i>Application form received</i></p> <hr/> <p><i>Application form processed:</i></p> <hr/> <p><i>Volunteer start date:</i></p> <hr/> <p><i>Inductor:</i></p> <hr/>	<p>Return completed form to:</p> <p><b>Volunteer Recruitment</b>  SFM Radio  2<sup>nd</sup> Floor  Swale House  East Street  Sittingbourne ME10 3HT</p> <p>or email: <a href="mailto:volunteering@sfmradio.com">volunteering@sfmradio.com</a></p>
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**How did you hear about volunteering with SFM? Please tick the relevant box**

- Word of mouth
- School, college, university
- Event - which one? .....
- Volunteer Centre
- Media (radio, TV, newspaper) - which one? .....
- Talk or presentation about SFM Radio - where? .....
- Leaflet or poster - where did you see this information? .....
- Internet
- Other - please give details

**Personal information**

<b>First name(s):</b>	<b>Surname:</b>	<b>Title: Mr/Mrs/Ms/Miss</b>
<b>Home Address:</b>	<b>Daytime phone number:</b>	
	<b>Evening phone number:</b> <i>(if different)</i>	
	<b>Mobile phone number:</b>	
<b>Postcode:</b>	<b>Email address:</b>	

## Emergency Contact Details

Please give details of someone we may contact in an emergency:

Full name:

Address:

Tel No.(s)      Day:                                  Evening:                                  Mobile:

How are you related to this person?

## Support and Health Needs

Please tick the relevant boxes:

Do you have a disability or extra support needs?    Yes/No

If yes, please give details:

.....

Do you have any health needs of which we should be aware?

Yes/No

If yes, please give details:

.....

## Your Interests

**What type of voluntary work would you like to do with SFM Radio?**

You can tick more than one box if you like.

**Broadcast Assistant**

*This role will include answering phone calls, welcoming guests and visitors, updating the news for the on-air team, researching and updating the what's on guide and dealing with emails*

**News Team**

*This role will include editing the news throughout the day and reading the news on-air*

**Fundraising**

*This role will involve supporting the station's fundraising team who will be planning and running several events throughout the year.*

**Technical support**

*This role will include supporting outside broadcasts, on-air support to presenters and helping the station's technical team behind the scenes*

**Community engagement**

*This role will involve going out and about and interacting with local businesses local people, communities groups and individuals.*

**Presenting**

*Due to the high interest in presenting, we ask people to do an initial three months at SFM doing other roles before doing their own show. But to start with this role will involve supporting other presenters and preparing and presenting shows.*

**Sales and advertising**

*SFM relies on the income from local businesses through the sale of advertising slots on SFM. As part of this team you will be out and about meeting local business people to encourage them to advertise with their local community station*

**What days and times would best suit you and how often would you be able to volunteer?**

*SFM Radio currently operates Monday – Friday 6am – 10pm and Sat/Suns 7am – 10pm.*

*Please could you list the times you are available below?*

**Volunteering and work experience**

**Do you have any unpaid or voluntary work experience? Yes/No?**

*If yes, please give brief details starting with your present, or most recent position:*

**Qualifications, training and skills**

**Please give brief details of any qualifications you have, or training courses you have attended or any skills you have that might help you at SFM Radio?**

## Data protection

At SFM Radio we value your support and promise to respect your privacy. The data we gather and hold is managed in accordance with the Data Protection Act (1998). We will not disclose, or share, personal information supplied by you with any third party organisation without your consent.

We will keep you informed about ongoing volunteer opportunities within SFM Radio.

I understand and agree that data contained in this registration form will be used for volunteer registration purposes and will be held on a computer database. I also agree to SFM Radio holding this document in paper format in a secure area.

I understand that SFM Radio may display my contact details (phone numbers and email address) and share with other volunteers within the station.

Signed: ..... Date: .....

Please print name: .....

**Are you aged under 16? Yes/No**

**If you answered yes, we need the permission of your parent/guardian for you to volunteer and for us to hold your name and address.**

Parent/Guardian signature ..... Date .....

Please print name: .....

*Please note we are currently unable to assist with transport expenses.*

***Thank you for your interest***

**CONFIDENTIAL: Equal opportunities monitoring**

You **do not** have to complete this part of the form but if you would like to do so, the information would be very helpful to us. The information will only be used to provide us with statistics to show us where we need to target our volunteer recruitment.

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*Please tick the boxes that apply to you.*

**How would you describe your religion or belief?**

- Christian (including Church of England, Catholic, Protestant, United Reformed and all other Christian denominations)
- Buddhist             Hindu                             Jewish                             Muslim                             Sikh
- Any other religion  None                             Prefer not to say

**Do you have a disability?**

- Yes                             No

**Is your age between?**

- 16-18                             18-24                             25-34                             35-44                             45-54
- 55-64                             65 or over

**How would you describe your cultural or ethnic origin?**

A. White

- British                             Welsh                             English
- Irish                             Scottish                             Traveller
- Any other white background

B. Mixed

- White & black Caribbean     White & Asian                             White & Black African
- Any other mixed background

C. Asian or Asian British

- Indian                             Pakistani                             Bangladeshi
- Asian British                             Asian English                             Asian Scottish
- Asian Welsh                             Any other Asian background

D. Black or Black British

- Caribbean                             African                             Any other black background

E. Chinese or other ethnic group

- Chinese                             Any other ethnic background (Please state)

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