

**Please return completed form to:** Management Suite, 18 Abbey Road, Llandudno LL30 2EA.Tel: 07725 237667
enquiries@llandudnochristmasfayre.co.uk
[www.llandudnochristmasfayre.co.uk](http://www.llandudnochristmasfayre.co.uk)

VOLUNTEER APPLICATION FORM
We are always looking for volunteers to help make our 4-day event in the centre of Llandudno a very special occasion. If you would love to be an Ambassador for the fayre and can give some of your time to help us make this event very special, please complete the following application form.

|  |  |
| --- | --- |
| **PERSONAL INFORMATION:** |  |
| **Name (in full)** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone (daytime/evening)** |  |
| **Mobile Telephone** |  |
| **Email Address** |  |
| **I am over-18 years of age** | **YES/NO** |
| **Age (if under 18-years)** |  |
| **Preferred Method of Contact** | **Email/Post/Telephone** |
| **Are you Welsh Speaking?** | **YES/NO** |
| **What Skills Do You Have For This Volunteer Opportunity?** | **For example:** Enjoy working with people. Have previously worked as a volunteer meeting and greeting people, etc. |
| **Equal Opportunities** | Do you consider yourself to have a disability? **YES/NO** If YES, please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process:- |
| **Your Health** All information will be treated in strictest confidence.If you have a medical condition that needs special requirements or equipment, or which prevents you from undertaking certain tasks, please let us know here:- |
| **REFERENCES:** May we contact your referees prior to interview? **YES/NO** |
| **Details of Referee 1:**How do you know this Referee?Name:Address:Telephone Number:Email Address: | **Details of Referee 2:**How do you know this Referee?Name:Address:Telephone Number:Email Address: |

**I confirm that to the best of my knowledge the details I have provided are correct.**

**Signature: …………………………………………………………..……….**

**Date …………………………………………………………….………………**

**VOLUNTEERING OPPORTUNITIES AT THE FAYRE**

|  |
| --- |
| **Volunteers are responsible to The Event Director who allocates volunteering opportunities at the start of each session and manages the volunteers at the fayre.** |
| **Admission & Exit Gates**: Welcoming visitors and handing out carrier bags and brochures inside one of the 3-entrance gates as visitors enter the event.Allocating wristbands at each of the 3 Exits to people who want to return to the fayre later the same day. |
| **General Assistance to the Event Director**: such as relaying messages; obtaining and delivering drinks for personnel; accompanying lost people or taking lost property to the central base, etc. |
| **Local knowledge:** Act as a Helper to visitors by providing directions to different parts of the fayre or to other locations around Llandudno such as Bank Cash Points; public toilets; specific retailers; Post Office; etc. |
| **Other:** If you have any special skills that may be useful, e.g. languages, secretarial skills, or may be available to help out in the office, etc. periodically during the lead up weeks to the festival, please let us know:- |

|  |  |
| --- | --- |
| **OPENING HOURS OF THE CHRISTMAS FAYRE** | **I can volunteer to help on the following days:-****Morning = 9am to 1pm; Afternoon = 1pm to 5pm.** |
| **Help with Setting Up/Tidying on Wednesday 15th November** | 4-hours morning: **YES/NO** and/or 4-hours afternoon: **YES/NO** |
| **Thursday:****10.00am to 6.00pm** | 4-hours morning: **YES/NO** and/or 4-hours afternoon: **YES/NO** |
| **Friday:****9.30am to 6.00pm** | 4-hours morning: **YES/NO** and/or 4-hours afternoon: **YES/NO** |
| **Saturday:****9.30am to 7.30pm** | 4-hours morning: **YES/NO** and/or 4-hours afternoon: **YES/NO** |
| **Sunday:****9.30am to 4.30pm** | 4-hours morning: **YES/NO** and/or 4-hours afternoon: **YES/NO** |
| **Help with Taking Down/Tidying on Monday 20th November** | 4-hours morning: **YES/NO** and/or 4-hours afternoon: **YES/NO** |
| **Please use this space to tell us anything further about your preferred working sessions or if you are available at different times from those suggested above**: |

**N.B.** these times may have to be altered for some tasks. Start times for some areas may be 8.00 am so please let us know if you’re unable to start / finish at these times.