

Hamilton Sound

The Talking Newspaper for Hamilton and District

PO Box 20311, Hamilton, South Lanarkshire, ML3 3DG

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Web: www.hamiltonsound.co.uk

Charity Reg. No. SCO15947 Members of the Talking News Federation and the Association of Scottish Talking Newspapers

Volunteer Application

Contact Information

Name	
Street Address	
Post Code	
Home Phone	
Mobile Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

- Studio production and postal reception work takes place between 6.30pm and 9pm on Thursday evenings.
- Digital audio editing, media duplication and distribution work take place after 9pm on Thursday evenings.
- Script production and editing takes place on Thursdays at any time before 6.30pm (flexible to suit volunteer).
- Other duties such as listener outreach, administration, website management etc. take place on days and at times convenient to volunteers and/or listeners.

Please indicate your availability in the grid below.

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Interests

Tell us in which areas you are interested in volunteering.

Below is a list of duties/responsibilities we require volunteers to take up. Please indicate your interests by ticking all relevant items. Full training is provided.

- | | |
|---|---|
| <input type="checkbox"/> General Administration | <input type="checkbox"/> Media duplication and postal dispatch |
| <input type="checkbox"/> Studio Sound Engineering | <input type="checkbox"/> Postal reception (unpack and check media) |
| <input type="checkbox"/> Reading and Announcing | <input type="checkbox"/> Register management |
| <input type="checkbox"/> Printed material editing and script preparation | <input type="checkbox"/> Outreach (home visits to readers to deliver and train them in use of media player) |
| <input type="checkbox"/> Digital audio editing and final program preparation and distribution | <input type="checkbox"/> Press and Promotion |
| <input type="checkbox"/> Website management | |

Continued overleaf

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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Previous Volunteer Experience

Summarize your previous volunteer experience.

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Person to Notify in Case of Emergency

Name	
Street Address	
Post Code	
Home Phone	
Mobile Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organisation to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Your personal details are held securely by us in compliance with the Data Protection Act.

We publish names (only) and photographs of our volunteers on our website and other publications. Please indicate if you would prefer us **not** to do this by ticking here

Thank you for completing this application form and for your interest in volunteering with us.

Please forward or hand this form to any trustee of Hamilton Sound (see below)

Chairman – Mr Jim Stewart, 35 Larch Grove, Hamilton, ML3 7NF (Tel – 01698 457774)
Secretary – Mrs Jennifer Gibson, 34 Chantinghall Road, Hamilton, ML3 8NG (Tel – 01698 423599)
Treasurer – Mr James Hastie, 29 Mornington Grove, Blackwood, ML11 9GQ (Tel – 01555 896965)