

Kennet Community Radio Volunteer Registration Form



In line with Kennet Community Radio ("Kennet Radio") policies, we require all volunteers to complete a registration form. This ensures that the organisation keeps appropriate records for all volunteers and demonstrates that we assess the suitability of individuals wishing to become involved with Kennet Radio. Any details or documentation is kept confidentially and securely (both hard copy and electronic) and is only accessed by the Volunteer Coordinator and the board of Directors.

If there is not enough space to answer a question, please continue on a separate sheet and attach it.

1 Personal Details:

You must keep this information up-to-date – if there are any changes you must let us know.

Full Name:

Preferred Name:
(This may be the name you prefer to be called, or a presenter/DJ pseudonym that you wish to use on-air [with the prior approval of the Programme Director].)

Date of birth (if under 18 years of age): (Parent/guardian consent will be required).

Name:

Address:

Postcode: Email:

If your preferred email address isn't a Gmail address, do you have a Gmail account?
If you have an Android smartphone the answer is almost certainly "yes". We use Google Docs for shared communications and a Gmail account is the secure way of accessing Google Docs. It's not essential, but it's very helpful if you have one.

Gmail Account/Email:@gmail.com.

Phone: Home: Work: Mobile:

Twitter handle: Facebook:

Instagram: Youtube:

2 Next of Kin / Emergency Contact:

Please give details of your next-of-kin, someone who we may contact should the need arise. You must keep this information up-to-date – if there are any changes you must let us know.

Name:

Address:

Postcode: Email:

Phone: Home: Work: Mobile:

Relationship to you:

3 References:

At Kennet Radio, we ask for references for all volunteers to determine their suitability for involvement with our organisation. Volunteering with Kennet Radio potentially gives you access to expensive equipment in a highly regulated environment and may on occasion involve working alongside vulnerable people (e.g. those under the age of 18, adults with disabilities, elderly people). We therefore have to be assured of the integrity and honesty of our volunteers and ensure that we comply with safeguarding procedures.

Volunteering with Kennet Radio is therefore necessarily subject to receipt of satisfactory references.

Please provide the names, addresses and contact details of two people that have known you for a period of two years or more and can provide a suitable reference. They must not be a family member. We reserve the right to contact/re-contact your referees at any time.

Referee 1 - Name:.....

Address:

.....

Postcode: Email:

Phone: *Home*: *Work*: *Mobile*:

Relationship to you:How long have they known you?.....

Referee 2 - Name:.....

Address:

.....

Postcode: Email:

Phone: *Home*: *Work*: *Mobile*:

Relationship to you:How long have they known you?.....

Office use only:

Ref 1 contact: Letter/email:..... Rec'd:..... Phone follow up:.....

Ref 2 contact: Letter/email:..... Rec'd:..... Phone follow up:.....

4 Volunteers' Annual Subscription:

The non-refundable annual subscription for volunteers is currently £24, in return for which you get access to, and use of, our studios, equipment, and training (subject to conditions). **Subscriptions must be paid by Direct Debit via GoCardless.**

To pay your annual subscription, go to <https://j.mp/KRVOLSUBS-24Y>

If you would like to contribute more (part subscription, part donation), your generosity is greatly appreciated. Please let us know how much you'd like to contribute; we'll send you a link.

Special arrangements can be made in case of genuine personal financial hardship – please contact the Chairman in complete confidence on 07799888444 or by email at julian@kennetradio.com to discuss your circumstances.

5 About you:

How did you hear about Kennet Radio?

How often do you listen to Kennet Radio?

Your favourite show(s)/presenter(s)?

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In which areas are you interested in supporting Kennet Radio? *(tick any/all that apply)*

<input checked="" type="checkbox"/>	ON THE AIR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BEHIND THE SCENES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ADMIN
	Presenting (live shows)	<input type="checkbox"/>		Production/tech support	<input type="checkbox"/>		Fundraising/Events
	Presenting (pre-recorded shows)	<input type="checkbox"/>			<input type="checkbox"/>		Advertising Sales
	Presenting (news items)	<input type="checkbox"/>		Research/Journalism (news, sport, travel, events)	<input type="checkbox"/>		Accounts
		<input type="checkbox"/>		Public Relations	<input type="checkbox"/>		General Administration

☐ Other capacity (please specify):

Have you had any training or experience in radio or other broadcast media before? If so, what?

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Have you been/are you involved in any other type of voluntary work? If so, what?

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Do you have any qualifications that are relevant?.....

Tell us a bit about yourself. Business skills? IT skills? Broadcasting skills?

Hobbies? Interests? Favourite bands/music?

What interested you in becoming involved with Kennet Radio? What do you want to do with Kennet Radio?
(The more you can tell us, the more it will help us to involve you in Kennet Radio – continue on a separate sheet if needed).

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When would you be available to help out? (tick ✓ any/all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
EARLY AM							
MORNING							
AFTERNOON							
EVENING							

How much time can you commit? hours per * *(*select appropriate)*

Do you have any disabilities, injuries or medical conditions that may impact on your volunteering activities and that therefore we may need to be aware of? If you do not tell us then we cannot take it into account. You must keep this information up-to-date – if there are any changes you must let us know. Continue on a separate sheet if necessary. All information is kept in strictest confidence.

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6 Data Protection:

Kennet Radio will hold the personal information you have provided in this form securely and confidentially. It will be kept and processed only to meet our legal obligations and administrative requirements, including:

- [a] to maintain records of payment of subscriptions, donations and other financial transactions;*
- [b] to maintain records relating to safeguarding of vulnerable people and our obligations under the Equality Act;*
- [c] to maintain records required by the Broadcasting Act and other legal obligations;*
- [d] to communicate with you in connection with your subscription and your role as a volunteer.*

It will not be shared outside Kennet Radio without your consent unless we are obliged to do so by law.

If you do not wish us to retain and use your personal information as detailed above, we understand and respect your wish but regret we cannot accept you as a volunteer.

7 Signature and Agreement:

By signing below or submitting this form electronically you are agreeing to the following:

- You will pay the annual subscription to Kennet Radio when due.
- You will abide by all Kennet Radio rules, policies and guidelines (available to you on request).
- You will uphold the standards, ethics and ethos of Kennet Radio and of community radio in general and agree to be bound by the rules and requirements of the [Kennet Radio Manual](#).
- You will abide by [Ofcom's Broadcasting Code](#)
- You agree to Kennet Radio holding the personal information provided in this form for as long as you are a volunteer with Kennet Radio and using your personal information to contact you in connection with your subscription and your role as a volunteer for Kennet Radio (including by internal email distribution lists).
- You agree to Kennet Radio contacting the referees you have provided at any time, now or in the future.
- You affirm that all information herein is true, complete and current to the best of your knowledge and belief.
- You acknowledge that your position as a volunteer may be terminated at any time without notice at the sole discretion of Kennet Community Radio.

Signed:

Name (print): Date:

Please note: Application for registration as a Kennet Radio volunteer is subject to approval by the directors.

Signature of parent/guardian if volunteer is under 18:

I agree to the above on behalf of the volunteer on whose behalf I am signing this form. I have read and understand the Kennet Radio Safeguarding Policy (<http://j.mp/KR-Safeguarding-Policy>).

Signed:

Name (print): Date:

Address:

Post code: Contact Telephone No(s):

Email (print in CAPITALS):

Relationship to volunteer:

We look forward to welcoming you as a Kennet Radio Volunteer.

*If you have any questions, please contact **Julian Swift-Hook**, Chairman, 07799 888 444 / getinvolved@kennetradio.com*