# Stewarding Application Form

For office use only:

Accepted: Yes / No

Role: HP / S / T/ B

Week: 1 / 2 / 3 / 4

Please complete this form as fully as possible.

**The closing date for applications is 5pm on Wednesday 1 May 2019.**

Our Stewards provide the front-of-house operation for all Summer School performances. We are looking for friendly and helpful stewards to welcome guests, sell programmes prior to events, and check tickets, and who are confident that they could help to evacuate performances in an emergency. Stewarding is a great way to participate in the Summer School at a very low cost; in return for their invaluable work, stewards are able to take part in courses when duties allow. Stewarding duties take precedence over course commitments. Concerts at Dartington take place at 5.15pm, 7.45pm, and 10pm, and stewards usually have one or two duties per night, planned at the beginning of the week, but you may be required for an extra duty if a concert is very busy.

We are particularly seeking applications from **students** and **recent graduates** who would like to participate in the Summer School, but for whom the cost of attending is otherwise prohibitive. We will give priority to those applicants who are able to make a musical contribution to courses.

Applicants must be physically fit as all stewards must be able to get to and from the Balcony quickly, as well as into the window seats when necessary. Experience of customer service/stewarding and knowledge of Health & Safety and First Aid procedures is highly desirable, but is not required. All stewards wear black for their stewarding duties.

#### Personal details

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Country |  |
| Telephone number |  |
| Mobile number |  |
| Email address |  |
| DOB (optional) |  |
| Special Requirements (e.g. dietary, access) |  |

#### Application information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Which week(s) are you available?  *Please tick the appropriate week(s), and, if you are available for multiple week, indicate your preferred choice. Places will be allocated based on availability and your course interests.* | Week 1  27 Jul - 3 Aug | Week 2  3 Aug - 10 Aug | Week 3  10 Aug - 17 Aug | Week 4  17 Aug - 24 Aug |
|  |  |  |  |
| Would you consider staying for two weeks? *Two weeks in a row may be offered where places are available.* |  | | | |
| Have you volunteered for the Dartington International Summer School before?  *Please list years and positions.* |  | | | |
| If no, have you ever attended the Dartington International Summer School as a participant or student? |  | | | |
| Any languages spoken & fluency?  *(other than English)* |  | | | |

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| Please explain how you think your experience and skills qualify you for the role, including details of relevant education and previous customer service experience. How would being a Steward at Dartington help in your musical or professional development? |

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| --- | --- | --- | --- |
| Please list the **courses** you would like to attend, stating in which week the course occurs if you are applying for multiple weeks. Use the website or course brochure to help you decide.  *N.B. places are allocated on a first-come first-served basis and some require a certain standard. Duties take priority over courses. Your place on courses will be confirmed in writing once your booking has been processed.*  *If you are applying for an advanced course, you must still submit the extra materials as detailed on our website.* | Session 1  9am-10.30am |  | |
| Session 2  11am – 12.30pm |  | |
| Session 3  2pm – 3.30pm |  | |
| Session 4  3.30pm – 5pm |  | |
| Have you been accepted onto an Advanced Course? |  | | |
| What instrument(s) do you play? What is your level?  *(e.g. Violin – Grade 7, Oboe – Diploma)* |  | | |
| Are you currently a Music student, a recent Music Graduate, or a non-music student who takes part in extra-curricular music at university?  *We will* ***not*** *solely offer places to those choosing yes.* | | | Yes/No |

|  |  |
| --- | --- |
| How did you find out about volunteering opportunities within Summer School? |  |

|  |  |
| --- | --- |
| Emergency contact person and details | |
| Name: | Relationship to you: |
| Telephone: | Mobile: |

#### Important information

|  |  |  |  |
| --- | --- | --- | --- |
| Rehabilitation of Offenders Act 1974 | Do you have any convictions not spent under this Act? | YES | NO |
| Asylum & Immigration Act 1996  Under this Act we are obliged to ensure all volunteers are legally entitled to volunteer in the UK. On appointment the Trust will require documentation as evidence. | | | |
| Are you entitled to volunteer in the UK? | | YES | NO |

I understand that the information I have provided may be verified, if necessary, by contacting persons or organisations named in this application.

In signing this form, I have agreed that if I am selected to become a volunteer I will be guided by the rules and regulations of Dartington.

I confirm that the information I have given on this form is true and correct.

|  |  |
| --- | --- |
| Signed: | Date: |

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| The information contained within this form will be held and processed in a computerised or manual filing system in line with the provisions of the Data Protection Act 1998. |

Thank you!