



# Event Registration Form

<b>Event Details</b>		Please complete a separate form for each volunteer role	
<b>Title of event</b>			
<b>Date of event</b>			
<b>Event information</b>			
<b>Organisation name</b>		<b>KET org no.</b>	
<b>Contact for opportunity</b>			
<b>Venue where will opportunity be held</b>			
<b>Email</b>		<b>Telephone</b>	
<b>Mobile</b>		<b>Website</b>	
<b>Directions/transport information</b>			

## Opportunity details

Title of volunteer opportunity

What will volunteer role be – please include duties

When is volunteer required

Number of volunteers needed

Please specify any skills, experience or qualities that are required

Could this opportunity be taken by

16- 18yr olds

18-25yr olds

## Recruitment requirements

Please tick or give details as below

Application form

Interview

Informal discussion

References

CRB check

Age or gender restrictions

Disabled access

Expenses covered

Does event comply with Equal opportunities policy?

Induction provided

Details of Insurance cover

Training offered

**Any additional arrangements**

**Extra Information**

The information you provide will be dealt with in accordance with the Data Protection Act and will only be used by our project team to find you an appropriate volunteer and will not be passed to a third party for any other purpose.

I/we accept that KET does not check volunteer details and acts as broker for opportunities only.  
I/we undertake to do all relevant checks as appropriate.

**Completed by**

**Date**