



**Application Information**

Set up in November 1978 Hospital Radio Barnet (HRB) broadcasts its programs 7 days a week (Afternoons, Evenings & Weekends) to the patients of Barnet Hospital.

HRB is open to membership from anyone who is willing to show a commitment and can turn up on a regular basis that fits in with HRB's scheduled broadcasting hours.

Members of HRB are required to visit the wards to meet their listeners **The Patients**. During your ward visiting you would be the PR for the station making people aware that the radio is a dedicated station for them and ask if they would like to become involved by requesting their favourite songs. Applicants need to be understanding, approachable and have a caring attitude.

You don't have to have any specialist skills but if you do and you feel that they would benefit HRB please let us know.

As HRB is part of a charity all members are expected to become actively involved in fund raising, if you feel you could bring your experience in fund raising to the organisation you would be made most welcome.

You do not have to have a background in radio only a passion for good music. Training in the use of the studio equipment is given by our experienced presenters once you have shown a commitment to the schedule laid out in your membership application terms and you have paid the annual fee.

Volunteers are expected to present themselves in a pleasant manner which is clean and tidy as they are representing not only HRB but also the Friends of Barnet Hospital on the wards.

Working with hospital patients all members must be prepared to submit to a DBS check by the Police authorities.

**Things we can't do:**

We are unable to accept membership to anyone under the age of 18 due to insurance cover. Like a lot of other organisations who are manned purely by volunteers we are unable to offer work experience places.

**Membership Costs:**

New volunteers are required to become associate members so as to be covered by HRB's insurance; the cost of this is £5.00 payable within the 1<sup>st</sup> two weeks  
After a probationary period (6 weeks ward visiting) you may be offered full membership. This will entitle you to commence studio training.  
The annual membership fees are £20.

**We are committed to equality of opportunity for all.**

People with disabilities are welcome, but we may not be able to provide a level of support that is required to people facing some challenges - we can discuss this with you if necessary.

I have read and agree to the above terms & conditions      Signature .....      Date      /      /

## The Application Form

The purpose of this form is to provide us with your contact details so that we can get in touch with you, preferably by email, to arrange for an informal interview. It also helps us understand what you would like to do at HRB, which would be discussed at the interview.

Please scan this form and return it to: [martin@hrb.org.uk](mailto:martin@hrb.org.uk) and post the original to:

Recruitment & Training Officer  
Hospital Radio Barnet  
Barnet Hospital  
Wellhouse Lane  
Barnet, EN5 3DJ

(If you have not heard from us within 10 days of submitting your application, please contact us again).

### About You

<b>Title:</b>	
<b>First Name:</b>	
<b>Surname:</b>	
<b>Address:</b>	
<b>Post Code</b>	
<b>Phone Numbers:</b>	
Landline Daytime	
Landline Evening	
Email address	
Mobile	

<b>Date of Birth</b>	<b>Day</b>		<b>Month</b>		<b>Year</b>	
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<b>Occupation</b>	
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Hospital Radio Barnet requires that you supply us with the names and addresses of two referees (not family) that may be contacted.

Name	Address	Tel / Email

How did you learn about Hospital Radio Barnet?

<b>Newspaper</b>		<b>Internet</b>		<b>Colleague</b>		<b>Other (please state)</b>	
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Have you worked in Hospital Radio or any other broadcasting medium?

<b>Yes</b>		<b>No</b>	
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If yes please fill in details in the box below.

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**Hospital Radio Barnet Questionnaire:**

**How do you feel you could best serve HRB and its audience, the patients of Barnet Hospital?**

**If you were to present a show what kind of programme and music would you like to present?**

**What time during the week would you be available for HRB?**

We only ask you to commit at least 2 hours a week (please tick box for availability)

	<b>Late afternoon 5pm – 6.30pm</b>	<b>Early evening 6.30pm – 8pm</b>	<b>Late evening 8pm – 10.30pm</b>
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			

**Your time taken in completing this form is appreciated by Hospital Radio Barnet**

**DATA PROTECTION** In accordance with the Data Protection Act, Hospital Radio Barnet will only keep personal records on its members for the means of contacting you and for recording your skills attained with us. Every year we will ask you to check and update your personal contact details. You can request to see the details we hold on you at anytime. All personal details are kept and maintained by the Membership Secretary and not given to any other organisation.