



LodeStar Leisure Ltd

Staff Application

The Guildhall
Lode
Cambridge
CB25 9EW

LodeStar use only

Date received
App accepted Y / N
Daylite entry done
Reply email sent
Manual sent
Attended Y / N

Please circle which position you are applying for. **Volunteer** / **Paid bar staff** / **Either**

We do not ask you for a deposit so please, please, only apply if you know you will join us to help as it has a significant impact on the festival and other volunteers.

1. Read the following carefully and in full
2. Delete or cross out where needed to show correct reply, such as "No" or "Yes" below
3. Ensure your information is readable (printed full capitals if necessary) especially email address
4. Use your diary or phone's reminders with the dates of LodeStar
5. When completed please email to events@lodestarfestival.com or by post (address above) it is very helpful to include a passport sized photo.
6. All your information is kept strictly confidential and we follow GDPR rules.

Your Contact Details

Your Full Name: _____ Email Address: _____

Your Telephone / Mobile: _____

Postal address:

House Number and Street: _____

Village / Town: _____

Postcode: _____

Emergency Contact Name

Full Name: _____ Telephone / Mobile: _____

Relationship / Status of this contact to you: _____

Date of Birth:

Your age at the time of the festival:

Minimum ages are 16yrs old / 18yrs for bar staff.

Under 18's please include an authorisation letter from your parent or guardian.

Attendance at the festival

When off duty will you

Camp at LodeStar

Leave the festival site for other accommodation

Always inform HQ and your supervisor that you are going off site even for a short period.



LodeStar Leisure Ltd

Staff Application

The Guildhall
Lode
Cambridge
CB25 9EW

Please tick below to indicate any experience or standards held in:

I have volunteered at other festivals

Cash handling

First Aid Certificate

Fire Marshall trained

Disclosure and Barring Service Certificate (DBS)

National Centre For Excellence (NCFE) Steward

Security Industry Authority (SIA) Licence holder

Do you wish to notify us of any:

Criminal convictions

Allergies or medical problems

Other information you may feel relevant

By signing below (if sending by email typing your name is accepted) you agree to have read and understood the information given in the application and replied to the best of your knowledge.

Your Signature:

Dated:

As a reminder

Please send your completed form and passport style photo to:

By Post - Volunteer Applications, LodeStar Festival, The Guildhall, Lode, Cambridge, CB25 9EW.

By Email - events@lodestarfestival.com



LodeStar Leisure Ltd

Staff Application

The Guildhall
Lode
Cambridge
CB25 9EW

The following pages are for you to keep, we do not need these printed or returned.

Important Information and guidance for you

If you are unable to attend the festival please let us know immediately.
01223 813 318 or email events@lodestarfestival.com

Thank you for your time and willingness to be a volunteer at the LodeStar Festival. Many volunteers return as they find it is fun to be part of the team at LodeStar and make a connection with others and the festival's ethos. We are sure you will have a happy and memorable time here and hope you return.

Our gratitude to volunteers

FREE entry to LodeStar and a meal and drink at the end of shifts
Your presence helps us to support the charities attending and maximise their income.

Spread the word of LodeStar

Please tell your friends you are going to LodeStar, would they like to volunteer or buy tickets?
LodeStar's Social media, please like, follow, be proactive with sharing and retweets

Facebook <http://facebook.com/lodestarfestival>

Twitter <https://twitter.com/lodestarfest>

Instagram <https://www.instagram.com/lodestarfestival>

Facebook closed group <https://www.facebook.com/groups/LodeStarStars>

Request to join the group and be in touch with other volunteers.

Your Personality

If you feel your personality doesn't fit below qualities don't be concerned as we will only ask of you what you are comfortable and happy to do. We find many volunteers quickly leave their comfort zone and enjoy the time with new friends made and skills learned.

Consider being: Able to work as part of a team, good at communicating with a range of people, able to keep calm and give clear information.

Arrival at LodeStar

Please give your name to security informing them you are a volunteer, they will then direct you to Head Quarters (HQ). You will be introduced to your supervisor and managers for the duration of LodeStar. They will hand you your ID tag (do not lose this, if you do inform HQ immediately), Hi-Vis jacket and appropriate personal protection equipment (PPE) will brief you on the volunteer shift patterns, health and safety aspects and training of radio use, emergency procedures, site locations and show you the volunteer camping area to set up your tent or camper-van.

After training and

Accommodation

Volunteers have their own camp area. If you are local and intend to go home or other accommodation off site please ensure you have shown this on the application above. Always let your supervisor know you are going off site and on your return so we are aware.



LodeStar Leisure Ltd

Staff Application

The Guildhall
Lode
Cambridge
CB25 9EW

Shift times

Shifts are usually rotated and in four hour blocks with Night shift 30 minutes shorter.

07:00 - 11:00	Early
11:00 - 15:00	Mid
15:00 - 19:00	Late
19:00 - 23:00	Evening
23:00 - 02:30	Night

Preparation

Please read & understand the **Stewards Manual** provided to you (this will be emailed to you prior to the festival)

If late, unable to do your shift, it is essential to inform your supervisor ASAP.

Swapping shifts with other volunteers must be agreed with your supervisor

Use your phone to alarm you and allow time to prepare yourself, check in with your supervisor in good time before your shift starts.

Alcohol

If you consume alcohol do so in your own time and allow a sufficient period of time to be clear of the alcohol influence before your next shift. If your supervisor feels you are under the influence of alcohol or drugs you may be asked to leave the festival.

Your Main Responsibilities - Please Remember Them

Always go to your supervisor to Sign in at the start of your shift and sign out at the end.

Represent LodeStar in the best possible way at all times, a smile goes a long way :-)

Be polite, helpful and presentable.

When on duty always wear supplied Hi-vis jackets and ID tags for recognition by security and festival-goers

Observe your surroundings for anything that may be dangerous and the general welfare of the festival-goers, their demeanour or actions.

Be the 'eyes and ears' of LodeStar and report occurrences applicable and appropriate to your role as a volunteer, do not engage with anyone being aggressive, badly behaved or likely to cause offence to others - radio security with your location and description of person or incident

Any child that appears to be alone or upset, possibly lost please radio in, try to give comforting words, do not touch them unless they are in harms way, try not to be alone with them.

Help people in difficulty, provide information or directions requested or if you are unsure ask HQ on your radio

Please help to keep the site green and clean, it reduces litter as people are less likely to be the first to drop rubbish.

Many thanks for offering to help, it is greatly appreciated and recognised in your wish to support LodeStar, a community spirited and independent festival.

Warm regards

LodeStar Festival - Founder and Director