



Volunteer application form

Role applied for:

PERSONAL INFORMATION

Surname:

Forenames:

Known as:

Date of birth:

Home:

Mobile:

Work:

Email address:

Title:

Permanent address:

REFERENCES

Two referees are required. At least one of the referees must meet criteria one and both must meet criteria two and three:

1. The referee must have known you in a professional capacity for more than one year (i.e. a teacher, group leader, former or present employer, doctor, health visitor, religious leader).
2. The referee must be over 18.
3. The referee must not be a potential volunteer's close friend or family.

FIRST REFEREE

Name:

Address:

Email address:

How do you know this person?

SECOND REFEREE

Name:

Address:

Email address:

How do you know this person?

EDUCATION

Please give relevant details of education and qualifications, including current/proposed courses.

SCHOOLS | COLLEGES | UNIVERSITIES

Four horizontal input fields for schools, colleges, or universities.

QUALIFICATIONS

Four horizontal input fields for qualifications.

OTHER TRAINING

Please give details of other training undertaken and any membership of professional associations.

EMPLOYMENT / WORK EXPERIENCE

CURRENT OR MOST RECENT POST (PAID OR VOLUNTARY)

From: To: Job Title:

Name of current or most recent employer:

Please give a brief description of duties and responsibilities:

PREVIOUS POSTS

Please list all previous employment/work experience over the last 10 years, starting with the post held immediately before the post described above. Please indicate whether the role held was paid or voluntary.

JOB TITLE | EMPLOYMENT DATES | EMPLOYER

BRIEF DESCRIPTION OF MAIN RESPONSIBILITIES

Job title:

Employment dates:

Employer:

Job title:

Employment dates:

Employer:

Job title:

Employment dates:

Employer:

Job title:

Employment dates:

Employer:

Job title:

Employment dates:

Employer:

EXPERIENCE & ABILITIES

When completing this section, please describe your relevant experience or abilities that would be useful to this role. You should give clear, specific examples of what you have done or achieved. You may draw these examples from previous employment, voluntary or community work, spare time activities, training, or any other areas that you think might be relevant.

VOLUNTEERING WITH US

Why are you interested in volunteering for us?

Please tell us why you think you would be an asset to VS

SUPPORTING STATEMENT

This section is for you to provide any additional information you consider relevant and in support of your application, including your reasons for applying for this specific post (if applicable)

ADDITIONAL INFORMATION

If appointed how much time are you able to commit to the role? (please check the corresponding box)

ONE OFF AVAILABILITY

- One day
 One week
 One month

ON GOING AVAILABILITY

- A few hours
 1 | 2 days / week
 3 | more days / week
 Weekends
 Evenings
 Daytime

How did you find out about volunteering for us? (please tick)

- VS website
 Facebook
 In the media
 Local volunteer bureau
 Twitter
 Community event
 VS volunteer | Employee
 Other

Yes | No Do you have a driving licence and use of a car?

Yes | No Have you previously been or applied to be a volunteer/employee for VS (successfully or not)?

Yes | No Are you currently volunteering for any other organisation?

Yes | No Are you entitled to volunteer within the UK?

Do you speak any other languages other than English? (Please list and specify level of fluency)

CRIMINAL CONVICTIONS

We ask everyone who want to volunteer for our charity to disclose all convictions, including spent ones. We may also ask you to complete a Disclosure and Barring Service check. Work as a volunteer for VS is covered by the exemption order of 1975 relating to section 4(2) and section 4(3b) of the Rehabilitation of Offenders Act 1974.

The information you give us will be held in strict confidence.

Please note that if you do have a criminal record you will not automatically be excluded from volunteering.

Do you have any criminal convictions/cautions? Yes | No

If 'YES' please give details in a separate letter and send this with your application form in an envelope marked 'confidential'.

DECLARATION

I declare that the information provided on this form, and on any accompanying documents, is true to the best of my knowledge and belief. I agree to complete a Disclosure and Barring Service application for the purpose of obtaining information about any past convictions etc.

I agree to the content of this form and consent to VS storing, processing and using my data in connection with my volunteering and agree to my equal opportunities data being retained for monitoring purposes.

Signed:

Date:

Please make sure that the application form is fully completed and return it either by email to (insert) or mark it 'Confidential' and post it to (insert).

VOLUNTEER DIVERSITY DATA CAPTURE FORM

In order to ensure that VS continues to develop its declared equality and diversity commitments, all applicants are asked to answer the questions below. This information will only be recorded if successful and will be treated as confidential and used for monitoring purposes only. The form will be separated from the application form on receipt before short-listing of candidates takes place. If you prefer not to disclose, please tick 'prefer not to say'.

For Office use only. ID number

Date of birth: Prefer not to say Age: Prefer not to say

Gender: Male | Female Prefer not to say

Are you the same gender now as assigned at birth: Yes | No Prefer not to say

Sexual Orientation: Bisexual Gay woman / Lesbian Gay man
 Heterosexual/straight Other Prefer not to say

ETHNICITY (please tick):

Asian or Asian British:

Bangladeshi Chinese Indian
 Pakistani Other Asian

Black or Black British:

Black African Black Caribbean Other Black

Mixed Ethnicity:

White & Asian White & Black African
 White & Black Caribbean Other Mixed

White:

British / English / Welsh / Scottish / N Irish Gypsy or Irish Traveller
 Irish Other White

Other Ethnic Group:

Arab / Middle Eastern Other Prefer not to say

RELIGION (please tick):

Buddhist Christian Hindu Sikh
 Jewish Muslim
 Other I do not have a religion Prefer not to say

MARITAL STATUS (please tick):

Civil partnership Co-habiting Separated
 Married Partner Divorced Widower
 Single Widow Prefer not to say

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?*::

*The 2010 Equality Act defines a person as disabled if they have a long term impairment (i.e. has lasted or is expected to last at least 12 months) that has an adverse effect on the person's ability to carry out normal day to day activities.

Yes | No Prefer not to say

CARING RESPONSIBILITIES

Do you have Carer Responsibilities? Yes | No Prefer not to say

Do you have needs that require your own carer? Yes | No Prefer not to say