**Volunteer Application Form**

**Which Volunteer role are you applying for?.............................................................**

**Personal Details**

|  |  |
| --- | --- |
| Title | Mr / Mrs / Ms / Miss / Dr / Other ……………... (circle as appropriate) |
| Full Name |  |
| Address (incl. postcode) |  |
| Contact telephone |  |
| Email address |  |
| By supplying your telephone number and email address, you are giving us permission to contact you via telephone and email which reduces our costs. The information you give us may be used to contact you about our news and activities. If you prefer us not to do this, please tick [✓]. We never share your details with any third party except for official partner organisations providing services on our behalf. |
| DOB |  |
| Do you hold a valid driving licence? |  |

|  |  |
| --- | --- |
| How did you hear about this opportunity? |  |

**Availability**

At what times are you available for volunteering?

Please tick (✓) as appropriate Please circle as appropriate

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Flexible |  | Evenings |  |  | Weekdays AM | Mon | Tues | Wed | Thur | Fri |
| Daytime |  | Weekends |  |  | Weekdays PM | Mon | Tues | Wed | Thur | Fri |

|  |  |
| --- | --- |
| How often would you be able to offer the above availability? |  |

**Occupation and experience**

What is your current occupation? Please give details of current paid employment, or state: unemployed; retired; student

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|  |

Have you done any voluntary work before? Please give details.

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|  |

**Education and Qualifications**

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| --- |
| Include in this section all your relevant qualifications. Please also indicate subjects currently being studied.  |
| Subject/Qualification | Place of Study | Grade/result | Year |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **Relevant Training & Professional Development**

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| --- |
| Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking. |
| Course Title | Training Provider | Duration | Date Completed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Skills, abilities and experience**

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| --- |
| Please use this section to demonstrate why you think you would be suitable for the volunteer post by making reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment/volunteering or voluntary/leisure activities (2 sides A4 maximum). |
|  |

Do you have any health issues, disabilities or additional support needs we should be aware of?

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|  |

Do you have any unspent criminal convictions or outstanding proceedings in relation to a criminal offence? If yes, please provide details

(We reserve the right to carry out a police check where necessary)

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|  |

**References**

If possible, please could one of the references be from a training, employment, or voluntary provider.

**Reference 1**

|  |  |
| --- | --- |
| Name (including title) |  |
| Job Title |  |
| Address (including postcode) |  |
| Contact telephone |  |
| Email address |  |
| Relationship to you |  |

 **Reference 2**

|  |  |
| --- | --- |
| Name (including title) |  |
| Job Title |  |
| Address (including postcode) |  |
| Contact telephone |  |
| Email address |  |
| Relationship to you |  |

**Declarations**

**Data Protection**

In line with our Information Security Policy and to meet both our legal and ethical requirements (including the new GDPR legislation that came into force in May 2018) any information provided will be held securely and confidentially and will only be accessed by authorised individuals. We do not pass personal data onto any unauthorised person or organisation.

Authorisation: I have read the notification above and understand and agree to the use of my personal data in accordance with the Data Protection Act 2018.

Signed: ……………………………………………….. Date: ……………………………….

**General Declaration**

I confirm that all details supplied on this form are true and complete to the best of my knowledge. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application, and I recognise that failure to declare any relevant information or to supply the details required, may result in my volunteer role with Rebuild being discontinued.

Signed: ……………………………………………….. Date: ……………………………….

By typing your name below, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this application.

|  |
| --- |
| I agree to the above declaration |
| Signature |  |
| Name |  | Date |  |

Please send your completed application by email to: naila@rebuildproject.org