

Volunteers Application Form



Please complete this job application form in black ink or typescript, so, if necessary, it can be photocopied clearly.

| | |
|------------------------------|---------|
| Application for the post of: | Ref No: |
| Location: | |

| Personal Details | |
|------------------|---|
| Surname: | Title: |
| Forenames: | Previous Name: |
| Address: | Tel. No. Home: Work: Mobile: E-mail address: |
| Post Code: | National Insurance Number: |

| References | |
|---|--|
| Please give details of two references, one of whom should be your present/most recent employer. References will not be accepted from relatives. | |
| Name: | Name: |
| Address: | Address: |
| Telephone: | Telephone: |
| E-mail: | E-mail: |
| Position: | Position: |
| Type of reference: Current Employer <input type="checkbox"/> Previous Employer <input type="checkbox"/> Personal/Character <input type="checkbox"/> | Type of reference: Current Employer <input type="checkbox"/> Previous Employer <input type="checkbox"/> Personal/Character <input type="checkbox"/> |
| May this referee be contacted without further authority from you? Yes No | May this referee be contacted without further authority from you? Yes No |

Please note: No appointment will be confirmed without first taking up references





Previous Experience (Paid or unpaid)

| Please complete in reverse chronological order (i.e., your most recent job first). Please give explanations/reasons for any gaps in employment and include any unwaged or voluntary work. | | | | |
|---|---|----------------|---------|-----------------|
| Employer, Name & Address: | Job Title and Main Duties/Responsibilities: | Full/Part Time | Salary: | Date Appointed: |
| | | | | |





Qualifications and Education

| Please give details of nationally recognised qualifications. | | | |
|--|-------|--|-------|
| Qualification & Subject | Grade | Name and address of awarding institution or body | Dates |
| | | | |

Questions relevant to this post

Please expand your answers on separate sheets of paper if there is insufficient room on the form. Please write the relevant question at the head of each extra sheet.

**What skills and experience do you have relevant to this voluntary post?
(Include any voluntary work or unpaid experience):**

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What attracted you to volunteer for this post?

Additional Information

When would you be available to start? _____

How did you find out about this volunteer post? _____

Guaranteed interview for disabled people

We positively encourage applications from disabled people who have the necessary skills and experience for the post. For disabled people who can show they meet the essential requirements for the job, we are pleased to guarantee an interview.

Details of Disability:

Please let us know about any reasonable adjustments you require to apply for this role and attend an interview and/or to help you to carry out this job, should you be successful.





Driving Licence

| | | |
|--|-----|----|
| Do you hold a current valid driving license? | Yes | No |
|--|-----|----|

Work Permit

| | | |
|---|-----|----|
| Do you require a work permit to work in the UK? | Yes | No |
|---|-----|----|

Declaration of Criminal Records

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|---|
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes No |
| All successful applicants will be required to complete a DBS/PVG check to an enhanced level before commencing work. |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. |

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|---|
| I confirm that to the best of my knowledge that the information in this application is correct and understand that providing false information is an offence and could result in the application being rejected, or dismissal if selected for appointment, and possible referral to the police. |
| Signed: _____ Date: _____ |

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| Please return to: Recruitment, Circles Network, The Penthouse, Coventry Road, Cawston, Rugby, CV23 9JP Or email to: hr@circlesnetwork.org.uk |
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