

# 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:
<b>Type of reference:</b> Current Employer <input type="checkbox"/> Previous Employer <input type="checkbox"/> Personal/Character <input type="checkbox"/>	<b>Type of reference:</b> 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:	Reason for leaving



The criteria from the Person Specification section of the Job Description can be found on our website. Please complete information below, relating to your qualifications, experience and personal attributes in order to illustrate your suitability for the vacancy. You may also wish to relate your own leisure and spare time interests.





## 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 have the ability to travel to other/multiple sites? Yes

No

## Work Permit

Do you require a work permit to work in the UK? Yes

No

## Declaration of Criminal Records

### Rehabilitation of Offenders Act 1974

All posts involving direct contact with children and adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service/PVG before your appointment is confirmed.

## Declaration

I confirm that the above information is complete and accurate, and I understand that any offer of employment is subject to a) references which are satisfactory b) a satisfactory DBS/PVG certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children or adults, cautioned or sanctioned in this regard.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Please return to:

Recruitment, Circles Network, The Penthouse, Coventry Road, Cawston, Rugby, CV23 9JP

Or email to: [hr@circlesnetwork.org.uk](mailto:hr@circlesnetwork.org.uk)