

# VOLUNTEER APPLICATION FORM

PERSONAL DETAILS			
Surname:		Forenames:	
Previous surname:		Preferred forename:	
Address:		Title – Mr/Mrs/Miss/Ms/Dr:	
		Home phone no.	
		Mobile phone no.	
		Email:	
Postcode:		Best time to call:	Daytime/Evening



## POSITIVE ABOUT DISABLED PEOPLE

The ✓✓ symbol means that all disabled applicants who satisfy the minimum criteria will be offered an interview.

If you consider you have a disability within the provisions of the Equality Act 2010, please tick the box

**We require you to have minimum of Level 2 qualifications in English and Maths: e.g. O Level, CSE Grade 1, GCSE Grade C or above or Level 2 Certificate in Literacy and/or Numeracy.**

**We will need to see your certificates for English and Maths at Level 2**

**I have the following qualifications:**

(please tick)

Level 2 English:

Level 2 Maths:

Level 2 other:

**Other relevant qualifications:**

Please list any other qualifications you have:

I do **not** have a Level 2 qualification in English  Maths  but would like to obtain one.  
Please contact me with details of courses / assessments.

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Level 2 Certificate courses are available free at Skills&Learning Bournemouth, Dorset and Poole.

## Experience in using IT:

*At home and/or at work:*

## PREVIOUS EMPLOYMENT HISTORY (most recent first)

Please explain any gaps in your employment history.

We reserve the right to obtain references or to contact previous employers in addition to your named referees.

Please extend boxes if required

PREVIOUS EMPLOYMENT				
Employer's name and address	Job Title	Brief description of duties	Dates	
			From	To

*Please extend boxes if required*

## REFERENCES

Name (title, forename, surname):	Name (title, forename, surname):
Capacity known to you:	Capacity known to you:
Email:	Email:
Telephone Number:	Telephone Number:
Address:	Address:

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Please explain in approximately 150 – 200 words why you are interested in volunteering with us and indicate any special skills, personal strengths and/or volunteering experience you can bring to this work. (Please handwrite this section.)

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## PREFERRED SUBJECTS/COURSES YOU WOULD LIKE TO VOLUNTEER IN:

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## AVAILABILITY FOR WORKING AS A VOLUNTEER:

Please tick as many times as possible. This information will be used to inform training and placement requirements.

	Mon	Tues	Wed	Thurs	Fri
Morning					
Afternoon					
Evening					

If you are successful are you willing to commit for at least a year to working as a volunteer for Skills & Learning Bournemouth, Dorset and Poole and to complete the following mandatory training:

- Health and Safety (every 3 years)
- Equality and Diversity (every 3 years)
- Safeguarding (every 2 years)
- Prevent
- Data Protection

## DATA PROTECTION LEGISLATION

The information you have provided will be held in compliance with the Data Protection Act 1998

## DECLARATION

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of voluntary work is subject to receipt of satisfactory completion of recruitment checks and DBS.

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

Please scan and return your completed application form to [infopal@poole.gov.uk](mailto:infopal@poole.gov.uk), or post it to Business Support Officer, Skills & Learning, Oakdale Centre, Wimborne Road, Poole, BH15 3DL.

# EQUAL OPPORTUNITIES

## CONFIDENTIAL

### EQUAL OPPORTUNITIES MONITORING INFORMATION

The Council will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

In order to help the Council monitor the effectiveness of its Equal Opportunities Policy you are asked to provide the information requested below. This information is confidential and does not form part of your application.

**This slip will be detached from your application form upon receipt and the information will not be taken into account when making the appointment**

If you are successful at interview and take up employment with the Council, the equal opportunities information you have provided will form part of your employment record and will be held and maintained in accordance with the Data Protection Act 1998

Name: \_\_\_\_\_

Post ref: \_\_\_\_\_

Service Unit/School: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### GENDER

Male

Female

### DISABILITY

Do you consider yourself to have a disability under the Equality Act 2010? A disability is defined as a 'physical or mental impairment which has substantial and long term adverse effects on the ability to carry out normal day to day activities'.

Yes

No

Prefer not to say

For more details, please contact the Equal Rights Commission Helpline on 0845 604 6610

NATIONALITY: \_\_\_\_\_

### ETHNIC ORIGIN

#### White

British

Irish

Any other White background

#### Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background

#### Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

#### Black or Black British

Caribbean

African

Any other Black background

### SEXUAL ORIENTATION

Heterosexual

Bisexual

Gay/Lesbian

Prefer not to say

### RELIGION AND BELIEF

Agnostic  Atheist

Baha'i Faith  Buddhism

Christianity  Hinduism

Islam  Jainism

Judaism  Sikhism

Zoroastrianism  Other

None  Prefer not to say