Volunteer Application Form

Please complete this application form electronically and return to nicola.ramsden@groundwork.org.uk

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| Name: |  |
| Address: |  |
| Telephone number/s: |  |
| Email Address: |  |
| Gender: |  |
| Driving license – do you hold a full valid UK driving license? |  |
| Where did you find out about us? |  |
| What volunteer role(s) are you interested in? |  |
| What days and times are you available to volunteer? |  |
| Approximately how long are you looking to volunteer with us for? (Most placements are from 3 months up to 1 year – there are currently no placements for a duration less than 10 weeks) |  |
| If you are a student looking for a placement as part of your course, when do you have to start and finish it by?  (Please give approximate dates and no. of hours you must complete on placement – also detail exactly what your placement requires of you and us e.g. you have to develop your own activity, deliver a class or produce some research etc. Also please could you provide contact details of your placement tutor in this section) |  |

**About you**

Please tell us a bit about yourself. Use the box below

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**ADDITIONAL INFORMATION**

Please use up to two additional sheets of paper if needed.

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| **Please list your relevant skills and experience; describe what you want to achieve from the placement; and why you feel you are a good candidate for the volunteer position:** (give as much detail as you can and refer to the role description/s – this information helps us to select applicants for an interview and match applicants to a suitable placement) |

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| **REFEREES**  Please give details of two people (not relatives) that we could approach for references, Your referees **MUST** have known for at least **six months** AND **must not** be relatives They can be family support officers, doctor, health visitor, religious minister, student services officers, housing officer or tenant involvement officer or landlord/ landlady. Please ensure that you have obtained their permission prior to submission. | |
| Name:  …………………………………………………  Job title:  …………………………………………………  Address:  …………………………………………………  Tel.No.……………………………………........  Email:…………………………………………  Capacity in which you are known to the referee:  ………………………………………………… | Name:  …………………………………………………  Job title:  …………………………………………………  Address:  …………………………………………………  Tel.No.…………………………… ……….....  Email:…………………………………………  Capacity in which you are known to the referee:  ………………………………………………… |

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| This post is not exempt from the rehabilitation of offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the rehabilitation of offenders Act 1974. If you are not sure whether your convictions are spent, please contact Nacro for further advice.  Do you have any unspent convictions?  Yes No  Please provide details of your criminal record.  Alternatively you can provide details separately in a sealed envelope stapled to this application form. The envelope should be marked CONFIDENTIAL and state your name and details of the role applied for.  □ I am enclosing information separately attached to this form. |  |
| Do you possess a current driving license? Please list any endorsements or convictions: |  |
| Please give details of any medical conditions, access requirements or disabilities you feel we should be aware of when selecting a suitable placement for you: |  |

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability. **By signing this form you are giving consent to Groundwork to use this data in the way described in the privacy statement included in your volunteer pack.**

I believe that, to the best of my knowledge the information given on this form to be true and understand that this will form part of any subsequent volunteering opportunity offered to me.

Signed…………………………………… Date ……………………………

**Please ensure that you have read and checked this application form thoroughly, prior to submission, ensuring that you have followed the instructions carefully.**