

Volunteer Application Form

Please complete and return this form to:

Service Address:

Name			
Address		Address for correspondence (if different)	
Postcode			
E-mail Address			
Phone	Daytime	Evening	
Mobile			
Volunteering role applied for			
Where did you hear about CLF volunteering opportunity?			
Do you have any access requirements? (e.g. large print, wheelchair access)			
Do you speak any languages apart from English (please list)?			
Are you normally available in:	The daytime <input type="checkbox"/>	The evening <input type="checkbox"/>	The weekend <input type="checkbox"/>
How did you find out about volunteering at CLF?			
DRIVING			
Do you hold a current full driving licence?	YES	NO	
Would you be prepared to use your own car?	YES	NO	
<u>WHAT YOU HAVE TO OFFER</u>			
Please write down what you feel you can offer the project. (Skills)			

Skills, hobbies and interests

- Experience – What work you have done, whether paid or voluntary?

- Qualifications/training

Do you have any formal qualifications, e.g. teaching, typing or completed any training?

- Is there anything else you would like to tell us?

Please add any further information including any specific skills that you have that match the volunteer role description.

Special support needs

Are there any tasks or activities you would like to avoid for health reasons when volunteering?

Have you any illness, or do you take any medication, that we should be aware of, e.g. for epilepsy or asthma? *(We ask this question to ensure we know about any support needs you may have when you start volunteering with us and to ensure your safety)*

Do you have any allergies? If yes, please list below

If you feel you need any special support to become a volunteer please tell us about it here.

Criminal Records (Rehabilitation of Offenders Act 1974)

We need to ask you about any unspent convictions as part of our duty of care. A criminal conviction will not necessarily prevent you from becoming a volunteer; the decision will depend on the type of offence and its relevance to the volunteering role. Some roles will also require full criminal record checks.

If you do have any unspent convictions please include details in a sealed envelope. If you would like to discuss any convictions you may have, please contact the person named in the covering letter. All information will be dealt with according to Changing Lives Forever Confidentiality Policy.

References

We need to write to two different people who have known you for at least 2 years and can tell us whether they think you would be a suitable volunteer. Here is a list of people you could ask:

▪ Employer	▪ Religious Leader
▪ Volunteer Co-ordinator	▪ Landlady/Landlord

<ul style="list-style-type: none"> ▪ Teacher/Lecturer/Tutor 	<ul style="list-style-type: none"> ▪ Accountant/Lawyer
<ul style="list-style-type: none"> ▪ Social/Community Worker 	<ul style="list-style-type: none"> ▪ Doctor/Health Worker

If you cannot think of anyone please contact us so we can help you.

Please tell us who to contact for your references:

Please note: we will not contact these people until after your interview.

<p>1) Name:</p> <p>How do you know this person?</p> <p>How long for? Address</p> <p>Postcode</p> <p>Daytime telephone number: Email -</p>	<p>2) Name:</p> <p>How do you know this person?</p> <p>How long for? Address</p> <p>Postcode</p> <p>Daytime telephone number: Email -</p>
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Keeping your details confidential

We need to keep the information you give us in this form. We will not share the information with anyone else without getting your permission first.

By ticking this box you are giving us permission to store this information on file, and on computer

I confirm that I have completed this application form truthfully:

Signed _____

Date

If you would like to find out more about CLF please log onto our website www.changinglives4ever.org or give us a call. Once we have received your form, we will write to you to invite you to attend a volunteer interview.

Equal Opportunities Monitoring Information

Changing Lives Forever positively welcomes employment applications from all sections of the community and is committed to being an equal opportunities organisation.

We ask you to provide us with as much of this information as you feel comfortable giving. The categories used have been selected because they conform with information gathered in the 2001 census and therefore enable us to compare the mix of applicants for jobs with local populations.

The information provided below will be separated from your application before short listing and will be used for monitoring purposes only. It will not influence the selection process.

First name (s)

Surname or family name

Volunteer Position applied for

Date of birth (DD/MM/YYYY)

Age Group

16-24
 25-34
 35-44
 45-54
 55-64
 65+
 Do not wish to state

Gender

Male
 Female
 Do not wish to state

Do you have a disability?

Yes
 No
 Do not wish to state

Please specify if you wish

What is your ethnic group?

White

British
 Irish
 Any other white background
Please specify

Mixed

White & Black Caribbean
 White & Black African
 White & Asian
 Any other mixed background
Please specify

Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Any other Asian background
Please specify

Black or Black British

Caribbean
 African
 Any other Black background
Please specify

Chinese

Chinese

Other Ethnic Group

Please specify

Do not wish to state

What is your religion or belief?

None
 Buddhist
 Christian
 Hindu
 Jewish



- Muslim Sikh Any other religion or belief *Please specify*
 Do not wish state

Sexual Orientation

- Bisexual Heterosexual Lesbian/gay Do not wish to state