



**PRIVATE AND CONFIDENTIAL  
APPLICATION FOR VOLUNTARY OPPORTUNITY**

	Personal Information	
<b>Title:</b>		
<b>Surname:</b>		
<b>First Name:</b>		
<b>Address (inc postcode):</b>		
<b>Telephone Number (inc code):</b>	<b>Daytime:</b>	<b>Evening:</b>
<b>Mobile Number:</b>		
<b>e-mail address:</b>		
<b>How may we best contact you?</b>	Telephone <input type="checkbox"/>	Post <input type="checkbox"/> e-mail <input type="checkbox"/>

<b>Volunteering Opportunities</b>	
<b>Please tick which area you would be interested in volunteering</b>	
<input type="checkbox"/> Administration <input type="checkbox"/> Advice, Information and Support <input type="checkbox"/> Arts, Entertainment and Music <input type="checkbox"/> Befriending, Buddying and Mentoring <input type="checkbox"/> Business, Management and Research <input type="checkbox"/> Catering <input type="checkbox"/> Events and Stewarding <input type="checkbox"/> Fundraising, Canvassing and Employer Engagement <input type="checkbox"/> Gardening and Conservation	<input type="checkbox"/> General and Helping <input type="checkbox"/> Group Volunteering <input type="checkbox"/> Languages <input type="checkbox"/> Legal and Law <input type="checkbox"/> Manual Work and DIY <input type="checkbox"/> Marketing, Media and Communications <input type="checkbox"/> Sports and Coaching <input type="checkbox"/> Teaching, Training and Leading <input type="checkbox"/> Technology and the Internet <input type="checkbox"/> Trusteeship and Bid Writing <input type="checkbox"/> Youth Work
<b>What would you like to achieve through your voluntary work experience?</b>	
<b>How long are you able to offer your help by volunteering?</b>	
<b>Do you require any support needs?</b>	
<b>What days are you available?</b>	Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/>
<b>What hours are you available per day?</b>	

	<b>Previous Experience</b>
<b>Please give details on any previous experience, whether it was paid or unpaid</b>	
<b>How did you hear about Develop and First Place Training?</b>	

SECTION H	References
<p>Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present employer/voluntary organisation, if applicable. In the event that you are currently unemployed we will require details from your last employer. The person/s you name must hold a managerial or personnel position in that organisation and have access to your records.</p>	

Referee from Present/Past Employer
Name:
Job Title:
Address (Inc. Postcode):
Telephone Number:
e-mail:

Second Referee
Name:
Job Title:
Address (Inc. Postcode):
Telephone Number:
e-mail:

***N.B.*** By completing this form, I authorise the company to contact and obtain references to support this application and release the company and referees from any liability caused by giving and receiving such information.

<p><b>Criminal Convictions</b></p> <p>A safeguarding requirement for Develop when recruiting is to ensure we appoint those who are suitable to work with children and vulnerable adults. Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) (amendments) Order 1986. An Enhanced Disclosure is mandatory for all posts identified which are in regulated activity. If you are successful with your application, the offer of employment will be subject to a satisfactory enhanced disclosure check. Please note that, depending on the nature and circumstances of the offence, having a criminal record may not hinder the progress of your application.</p>		
<p><b>Please tick the appropriate box:</b></p>	<b>Yes</b>	<b>No</b>
<p>Are you disqualified from working with children, vulnerable adults or subject to sanctions imposed by a regulatory body?</p>		
<p>Are you prepared to complete an Enhanced check through the Disclosure and Barring Service?</p>		
<p>Do you understand that providing false information could disqualify you from selection or lead to dismissal after appointment?</p>		
<p>Do you consent to the information you have provided being processed for employment related administration in accordance with the Data Protection Act 1998?</p>		
<p>Do you consent to a check on the Barred list being carried out prior to volunteering?</p>		

	<b>Declaration</b>
<p>I declare that, to the best of my knowledge and belief, the information given on this form is true and complete.</p> <p>Signature: _____ Date: _____</p>	