Volunteer Application Form

CONFIDENTIAL TO FAMILY ACTION

Please complete and return this form via email.

Service Address:Family Action FOOD Club Location:

|  |
| --- |
| Name: |
| Address:Postcode: | Address for correspondence (if different): |
| E-mail Address: |
| Mobile:  | Landline: |

|  |
| --- |
| Volunteering role applied for: |
| Where did you hear about this Family Action volunteering opportunity? |
| Do you have any access requirements? (e.g. large print, wheelchair access) |
| Do you speak any languages apart from English (please list)? |
| What is your volunteering availability? |
| How did you find out about volunteering at Family Action? |
| DRIVING |
| Do you hold a current full driving licence? | YES / NO |
| Would you be prepared to use your own car? | YES / NO |
| YOUR SKILLSPlease write down what skills you feel you can offer the project: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?
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| --- |
| Please add any further information including any specific skills that you have that match the volunteer role description. |

Special support needs

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| --- |
| 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. If you would like to discuss any convictions you may have, please contact the person named on page one. All information will be dealt with according to Family Action’s 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
 |
| * Teacher/Lecturer/Tutor
 | * Accountant/Lawyer
 |
| * Social/Community Worker
 | * 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:

We will not contact these people until after your initial conversations with you.

|  |  |
| --- | --- |
| 1) Full Name:How do you know this person?How long have you known them for?What is their profession?Email:Telephone Number:Address:Postcode: | 2)Full Name:How do you know this person?How long have you known them for?What is their profession?Email:Telephone Number:Address:Postcode: |

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 marking this box with a cross you are giving us permission to store this information on file. [ ]

I confirm that I have completed this application form truthfully:

Signed: Date: **\_\_\_\_**/**\_\_\_\_\_**/**\_\_\_\_**

If you would like to find out more about Family Action please explore our website [www.family-action.org.uk](http://www.family-action.org.uk) or give us a call. Once we have received your form, we will be in touch to invite you to attend an initial volunteer interview.

# Equal Opportunities Monitoring Information

Family Action 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** | **Do you have a disability?** |
| [ ]  Male | [ ]  Female | [ ]  Do not wish to state | [ ]  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 Other Ethnic Group*** |
| [ ]  Chinese [ ]  *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  |