

Application to Volunteer

If you require this form in large print, alternative format, or in a different language please ask.

Instructions

Please fill in all sections on this form including the **Recruitment Monitoring Form**

Please write in black ink to allow for the form to be photocopied

Put your **name** and **job title** on any additional sheets you have attached.

Sign and Date both the application form and the **recruitments monitoring form**.

The information that you provide on this form will be handled and stored in accordance with current data protection legislation. All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of the successful candidates.

1: Post Applied for

Post Location

On what basis are you applying for this post - Voluntary No. of Hours

2: Personal Details

Title

Surname

Telephone (Home)

First Names

Telephone (Mobile)

Have you ever used any other names?

Yes

No

If yes, please state

Telephone(Work)

Address (in full)

email (personal or work - please specify)

Do you hold a current Driving Licence for use in the UK?

Yes

No

Licence Type -

Provisional

Full

Other*

*Please specify

Do you have transport available if the post requires you to travel?

Yes

No

Are you related to anybody within the Charity either paid or unpaid

Yes

No

If yes, what is their name and how are you related

Name:

Relationship

3: Supporting information

Please tell us a little about yourself and why you would like to volunteer to support the charity.

Application to Volunteer

Tell us about things you have been responsible for or involved with, what have you achieved and any feedback given to you. Include examples from paid and unpaid work or other activities you have undertaken in your personal life that are relevant to the voluntary post you are applying for.

4: Disclosure of criminal convictions and rehabilitations of offenders act 1974

Under the Rehabilitation of Offenders Act 1974 Section 4.2 you are required to declare any current, pending criminal convictions or police cautions. Including those normally regarded as 'spent'. Offers of employment will be subject to enhanced DBS check.

Have you ever been convicted of a criminal offence, received a police caution or been bound over?
YES / NO

*Please give details including dates...

Application to Volunteer

5. Arrangements for people with disabilities

If you have a disability and have demonstrated that you meet the criteria for the post you will be invited for interview.

We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.

Do you have a disability Yes No
(for a definition of disability please see the **Recruitment Monitoring Form**)

Are there any special facilities you would like us to provide to help you attend or participate in an interview, or perform this job.

Yes No

If Yes please give details of any adjustments required -

6. Asylum and immigration act 1996

Do you need a work permit or Worker Registration Certificate to work in the UK?

Yes No

7. Declaration

I understand that any offer of volunteering will be subject to the information on this application form being complete and correct. I authorise Brainwave Independence Group to make appropriate checks which may be necessary in

Application to Volunteer

relation to the post I am Volunteering for. False information, or a failure to supply the details required in this application form could make an offer of Volunteering invalid or lead to termination of Volunteering.

I agree that personal data relating to me which has been or is obtained by Brainwave Independence Group, including personal data given by me on this form, may be held and processed either on computer or in manual records and may be disclosed to authorised employees of the Charity and used by the charity for any purpose relating to my application and prospective recruitment and employment within the charity.

Signature

Date: