

 **VOLUNTEER APPLICATION FORM**

This form is to give us brief information about you and we do not expect you to spend a lot of time completing it. We welcome applications for all sections of the community.

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| **FULL NAME**  |  |
| **ADDRESS** (including post code) |  |
| **TELEPHONE NUMBER**  |  |
| **EMAIL ADDRESS** |  |
| **ROLE APPLIED FOR** |  |
| **WHERE DID YOU HEAR ABOUT THE ROLE?** |  |

Please complete the following sections:-

1. **Previous paid and unpaid experience** (not having previous work/ voluntary experience will not prevent you from being a volunteer with Roundabout)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FROM** | **TO** | **Organisation (specify paid or voluntary)** | **Role / responsibilities** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Relevant training, education and qualifications** (please list any formal or informal training you feel would be relevant to this voluntary activity). Not having any previous training / education qualifications will not prevent you from volunteering at Roundabout Ltd.

|  |  |  |
| --- | --- | --- |
| Date | Training / education provider | Qualification/achievement obtained or course attended  |
|  |  |  |
|  |  |  |
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1. **How would you meet the requirements of the voluntary role you are interested in?**  Please tell us about the skills and personal qualities you can bring.

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1. **In accordance with the Disability Discrimination Act 1995**; please specify if there are any particular arrangements that Roundabout could make on your behalf to enable you to attend for interview or help you to do the role if successful?

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1. **Permission** do you have permission to volunteer in the UK : ....................
2. **Offending History**

As Roundabout’s work involves direct contact with children/young people and vulnerable adults, it is possible that any worker / volunteer may at some time find themselves alone with a young person. For this reason, where appropriate, volunteers at Roundabout will be required to consent to an enhanced DBS Disclosure being requested. Roundabout can decide not to offer voluntary opportunities if it is felt that the risks relating to offending are unmanageable, however, we would discuss fully with the applicant and try to manage identified risks.

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| --- |
| **Have you ever been convicted of a criminal offence YES NO** **Please give details (spent and unspent) :** |

1. **Availability**

Can you specify how much time you anticipate being able to give to your volunteering activity each week? ...................................................................

1. **REFERENCES**

To protect vulnerable clients’ interests, potential volunteers are required to provide 2 references. Suitable referees may be previous employers or places you have been a volunteer, college tutors or people that have known you in a professional capacity in addition to one from a person who knows you well. Family members are not considered suitable referees.

**Please ensure you give full contact details, i.e. full address or email address as failure to do this will delay your application:**

Name ......................................... Name ..................................................

Organisation .............................. Organisation .........................................

Address ..................................... Address ...............................................

.................................................... .............................................................

.................................................... .............................................................

Tel no ........................................ Tel no ...................................................

Email ......................................... Email ....................................................

Is it OK for us to contact prior Is it OK for us to contact prior to

to interview YES / NO interview YES / NO

**The information contained in this volunteer application form is to the best of my knowledge accurate. I understand that inaccurate information provided may result in the organisation asking me to cease my voluntary activities**

Signed .............................................. Date ......................................................

Please return the completed form to Sue Wheeler, Admin Supervisor,

Roundabout Ltd. 33 Rockingham Lane, Sheffield S1 4FW or email to swheeler@roundaboutltd.org.