**Volunteer Application Form**

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| Position applied for: |
| Where did you hear about this role?  |

|  |  |
| --- | --- |
| Name: | Title: |
| Contact Number: | Email: |
| Address:  |

**Emergency Contact Details**

|  |  |
| --- | --- |
| Name: |  |
| Home Number: |  |
| Mobile Number: |  |
| Relation to applicant: |  |

These details will not be shared with any external parties.

**Please indicate what days and times you are available to volunteer**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| Morning | Morning | Morning | Morning | Morning | Morning | Morning |
| Afternoon | Afternoon | Afternoon | Afternoon | Afternoon | Afternoon | Afternoon |
| Evening | Evening | Evening | Evening | Evening | Evening | Evening |
| Use this space to make any comments about your availability: |

**Experience**

Please list your experience over the last 5 years, with the most recent first. This can include paid and unpaid positions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Role** | **From** | **To** | **Reason of Leaving** |
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|  |  |  |  |  |
| Please specify time not account for by the above dates:  |

 **Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification Gained** | **Grade** | **Year** | **School/College/University** |
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| --- | --- | --- |
| **Professional Body/Association** | **Qualification/Level** | **Date Achieved** |
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**Expression of Interest**

Let us know why you are interested in volunteering with Action Homeless

**Skills and Talents**

Please provide a description of any skills, talents, hobbies, or interests you have

**Volunteer Experience**

Please give details of any past volunteer experience or any experience of working with the homeless

**Relationships**

Are you related to or do you know any members of staff or Trustees of Action Homeless?
If yes then please give details:

**References**Please provide the details of two people who we can contact to obtain a reference. Due to the vulnerable nature of our client base, we require references for all volunteers

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Address: | Address: |
| Email: | Email: |
| Phone: | Phone: |
| Position: | Position: |
| Relationship to Applicant: | Relationship to Applicant: |

**Data Protection Act**

The information you provide will be processed in accordance with the General Data Protection Regulation. The application form is used for short-listing, interviewing and monitoring purposes. If you are not appointed, your form will be retained for a period of 6 months after which it will be disposed of securely. If successful volunteer applications are retained for the period of your voluntary work and afterwards for a period of seven years.

Please visit our website to see our full privacy notice for volunteers and those applying for voluntary work: <http://actionhomeless.org.uk/privacy-policy/>

**Disability Discrimination Act 1995**

Action Homeless welcomes applications from people who have any condition that falls within the Disability Discriminations Act 1995

Do you have a condition that falls within the Disability Act 1995?

Yes No

If yes, please give details below, including any support you feel you may benefit from in undertaking this role:

**Criminal Convictions & Cautions**

Do you hold a DBS (Disclosure and Barring Service) certificate less than 2 years old?

 Yes No

The rehabilitation of Offenders Act 1974 aims to ensure that offenders who have not re-offended for a period of time since their conviction are not unfairly discriminated against when applying for work. You need only tell us about any unspent convictions you have in this section.

Have you been convicted by the courts of any criminal offence which is currently unspent?

Yes No

Are you currently the subject to any police investigations following allegations made against you?

Yes No

If you have answered YES to any the above questions, please give details of offences, penalties, dates and country in which they occurred, or of allegations made against you, in a sealed envelope marked CONFIDENTIAL with your name and the role you have applied for and attached to this application form. Answering YES will not necessarily prevent you from being considered for the role.

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of any information may lead to withdrawal of any offer.

I confirm that nothing within my personal or professional background deems me unsuitable for a post which involves working with vulnerable people.

By signing this form, I agree to Action Homeless using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I also understand that if I don’t tell you about any relationships with members of staff or the Board of Trustees, or I neglect to tell you about any criminal convictions/ cautions/ reprimands/ final warnings, and this is discovered after appointment, I could be dismissed without notice.

I also understand that any offer is subject to satisfactory references, DBS outcomes and evidence of the right to work in the UK. If I am accepted as a volunteer, I will abide by Action Homeless policies and Code of Conduct.

**Signature: Date:**

**Monitoring**

Completion of this section is voluntary and in confidence

|  |  |
| --- | --- |
| Date of Birth: |  |
| Gender: |  |
| Religion: |  |
| Ethnicity: |  |

Thank you for completing this application form.

Please return completed forms to James Riviere either via email at jamesriviere@actionhomeless.org.uk or post to Action Homeless, Ridgeway House, Little Hill, Newton Lane, Wigston, LE18 3SE.