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| **VOLUNTEER APPLICATION FORM** |

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| **Which volunteering role have you applied for:** |

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| **PERSONAL DETAILS** |

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| **Title (Mr, Miss, Mrs, Ms, other)** |

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| --- | --- |
| **Forename** | **Surname** |

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| --- |
| **Previous Surname** |

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| --- |
| **Address** |
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| --- | --- |
| **Postcode** | |
| **Date of Birth** | |
| **Daytime  Telephone** | **Evening**  **Telephone** |

|  |  |
| --- | --- |
| **Mobile** | **Email Address** |

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| **ABOUT YOU** |

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| **What are the main reasons that have motivated you to become a volunteer?** |

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| **Please tell us something about yourself – any interests, life skills or experience you have which are relevant.** |

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| **VOLUNTEER HOURS** |

In addition to volunteering during the week, you may be required to volunteer at weekends. Please state below when are you available to volunteer?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| AM |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  |

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| **QUALIFICATIONS** |

Please give details of all the qualifications you have attained starting with your secondary education and working up to present day.

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| **Qualification** | **Level - e.g. GCSE, NVQ, BSc and grade** | **Date achieved / expected to achieve** |
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| **TRAINING** |

Please give details of any training and development activities you have completed.

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| **Activity** | **Duration** | **Date** |
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|  | **SELECTION CRITERIA:** | **Essential** | **Desirable** | **Yes / no** |
| **PREVIOUS EXPERIENCE** | **Experience of volunteering**  **Experience of working with children and families**  **Experience of teamwork** |  | **\***  **\***  **\*** |  |
| **SKILLS AND ABILITY** | **Good oral communication skills**  **Ability to communicate with different people**  **Ability to communicate using a range of different tools e.g. telephone and email**  **Basic IT Skills**  **A willingness to undertake any training deemed necessary to your role.**  **Basic literacy (reading and writing) skills.** | **\*** | **\***  **\***  **\***  **\*** |  |
| **PERSONAL QUALITIES** | **Honesty & reliability**  **Flexibility**  **Organised and able to use initiative** | **\***  **\***  **\*** |  |  |

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| **SKILLS CRITERIA** |

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| CRIMINAL CONVICTIONS |

Knowsley MBC aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account only when the conviction is relevant.

Volunteering roles that involve working with children, vulnerable adults or are finance based are exempt from the provisions of the Rehabilitation of Offenders Act and volunteers in these types of roles must disclose all criminal convictions and cautions whether or not they are spent.

Under the Rehabilitation of Offenders Act, all volunteer arrangements involving work with children, vulnerable adults or finance based arrangements will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau. This Disclosure will include details and dates of ‘spent’ convictions, cautions, reprimands and final warnings. Where the role requires an Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will also be asked for.

**Having a criminal record will not necessarily bar you from volunteering at the council.**

**IMPORTANT - Criminal Record Declaration**  
**You are required to complete this section.** If you fail to tick the ‘nothing to declare’ box or fail to give details of your convictions your application will not be considered.

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| NOTHING TO DECLARE |

Please give details of criminal convictions, bind over’s or police cautions.

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| **Details of offence** | **Date** | **Sentence** |
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| REFEREES |

Please give the names, addresses and telephone numbers of two people (not relatives) who have known you well for at least two years and would be able to comment on your suitability for this volunteering arrangement.

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| **Name** |
| **Address** |
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| --- |
| **Postcode** |

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| --- |
| **Telephone Number** |

|  |
| --- |
| **E-mail Address** |
| **In what connection does this person know you?** |

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| --- |
| **Name** |

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| --- |
| **Address** |
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| --- |
| **Postcode** |

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| **Telephone Number** |

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| **E-mail Address** |
| **In what connection does this person know you?** |

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| **EQUALITY MONITORING FORM** |

You are asked to complete the following information to assist us in monitoring the Council’s Single Equality Scheme Action Plan. Information on this form may be held on computer/manual records. Strict confidentiality will be observed, if your application is unsuccessful, this data will be held for six months and then destroyed.

**Once completed, this form should be returned to the Human Resources Service.**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Names in Full: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender (Please Tick) Male □ Female □

Date form completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DISABILITY**

These questions are asked in accordance with the Disability Discrimination Act 1995 and subsequent updates. The information you provide will help us to help you through the application / interview process.

i)Do you consider yourself to have a disability? (Please Tick) YES □NO □

iii) Is there anything we need to know about your disability in order that you can have a fair interview? e.g. do you need a sign language interpreter, an accessible interview room? (Please State)

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EQUAL OPPORTUNITIES M

ii) Would the provision of any aids or adaptations assist you in carrying out the duties of this volunteering arrangement? (Please State)

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**EQUALITY MONITORING FORM – (Continued)**

**ETHNIC ORIGIN**\*

The following groups are recommended by the Commission for Racial Equality and take account of those used in the 2001 National Census. If you do not identify yourself within one of these categories please complete the ‘other’ section at the end of the table.

I would describe my ethnic origin as – please tick

WHITE

White British – \*\*please also tick one of the boxes below

\*\*English □

\*\*Scottish □

\*\*Welsh □

\*\*White Irish □

\*\*White Traveller - Irish Heritage □

Any other White background – please write here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asian or Asian British

Bangladeshi □

Indian □

Kashmiri Pakistani □

Other Pakistani □

Any other Asian background – please write here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Black or Black British

Black African □

Black Caribbean □

Black English □

Black Scottish □

Black Welsh □

Any other Black background – please write here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chinese

Chinese □

Chinese English □

Chinese Scottish □

Chinese Welsh □

Any other Chinese background – please write here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MIXED

Mixed – \*\*please also tick one of the boxes below

\*\*White and Black Asian □

\*\*White and Black African □

\*\*White and Black Caribbean □

\*\*White and Chinese □

OTHER

Please write here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated.