

**VOLUNTEER APPLICATION FORM**

|  |  |
| --- | --- |
| ROLE APPLIED FOR: |  |

**SECTION 1 – PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title | First Name(s) | Last Name |
|  |  |  |

|  |
| --- |
| Home Address (Including Postcode) |
|  |

|  |  |
| --- | --- |
| Telephone Number (Landline) | Telephone Number (Mobile) |
|  |  |

|  |
| --- |
| Email Address |
|  |

**SECTION 2 - EDUCATION**

Please give details of your education that you feel is relevant to the role.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | School/College/University | Qualifications/Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please give details of any professional qualifications.

|  |  |  |
| --- | --- | --- |
| Qualification | Awarding Body | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 3 – Previous Employment or Work Experience**

Based on the role you are applying for, please tell us about any work or voluntary experience.

**Previous Paid Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date | End Date | Organisation Name & Address | Role Title | Description |
|  |  |  |  |  |
|  |  |  |  |  |

**Volunteering or Positions of Responsibility**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date | End Date | Organisation Name & Address | Role Title | Description |
|  |  |  |  |  |
|  |  |  |  |  |

**SECTION 4 – TRAINING & PROFESSIONAL DEVELOPMENT**

Please give details of any courses or conferences that you have attended that are relevant to the role you have applied for. Please focus on the most relevant.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Details | Grade (if applicable) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 5 – REFERENCES**

Please provide the name and address of two referees, one of which should be your last employer or placement contact. Please do not give details of a relative or friend. References will not be taken until after interviews have taken place.

|  |  |
| --- | --- |
| Reference 1 | Reference 2 |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Email: | Email: |
| Telephone No: | Telephone No: |
| Relationship to you: | Relationship to you: |

**SECTION 6 – DETAILS OF HOW YOU MEET THE SPECIFICATIONS OF THIS ROLE**

IMPORTANT: please refer to the role description. Ensure that you show evidence that you can fulfil the key responsibilities of the role by answering the questions below. The more clearly you show us that you meet our requirements the easier it is to shortlist your application.

**Why are you interested in this role?**

|  |
| --- |
|  |

**Please outline how you think your skills and personal/professional experience would enable you to carry out the main duties and responsibilities of this role.**

|  |
| --- |
|  |

**Please tell us about your personal values and beliefs and tell us how they relate to Inclusion Gloucestershire.**

For more information, please visit our website at [www.inclusiongloucestershire.org](http://www.inclusiongloucestershire.org)

|  |
| --- |
|  |

If there is any other information that you would like to be considered with your application, please add it below:

|  |
| --- |
|  |

**SECTION 7 – EQUAL OPPORTUNITIES**

We are committed to equal opportunities. Please give us details of any assistance, adaptations or help you may need to attend an interview.

|  |
| --- |
|  |

**SECTION 7 – DECLARATIONS**

The role you are applying for is ‘exempt’ from the **Rehabilitation of Offenders Act 1974** and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)**. For further information on filtering please refer to Nacro guidance <https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/> and the DBS website <https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants>

|  |  |  |
| --- | --- | --- |
| PLEASE TICK √ | YES | NO |
| Do you have any unspent convictions/cautions? |  |  |
| Are you disqualified from working with children, young people or  vulnerable adults? |  |  |

If you have ticked yes to either of the above questions, we will contact you for further details.

Please note that the successful applicant will be required to complete a Disclosure & Barring Service form, and we will apply for an enhanced DBS check.

Are you related to anyone who already works or volunteers for

Inclusion Gloucestershire. Yes / No

If yes, please indicate below the nature of your relationship:

|  |
| --- |
|  |

How did you learn about this opportunity?

|  |
| --- |
|  |

We keep applications on file for 6 months after the closing date to consider applicants for any future opportunities. Are you happy for us to do this with your application?

YES / NO

I hereby declare that the information given in this form is, to the best of my knowledge, correct and that it gives an accurate record of my application.

|  |  |
| --- | --- |
| SIGNATURE | DATE |
|  |  |

Please email the completed form to [info@inclusion-glos.org](mailto:info@inclusion-glos.org)

Or by post to: Inclusion Gloucestershire

Railway House

Bruton Way

Gloucester

GL1 1DG

For more information about Inclusion Gloucestershire please visit our website

[www.inclusiongloucestershire.co.uk](http://www.inclusiongloucestershire.co.uk)