

VOLUNTEER POSITION APPLIED FOR:
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PERSONAL DETAILS	
SURNAME:	FORENAME (S):
ADDRESS:	DATE OF BIRTH:
.....	NATIONAL INSURANCE NO:
.....	TEL NO. (HOME):
POSTCODE:	TEL NO. (MOBILE):
.....	EMAIL ADDRESS:

SKILLS & PERSONAL QUALITIES
What experience, skill and personal qualities could you bring to your volunteering
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.....

Have you had any previous contact with the YMCA or any other voluntary organisations? YES/ NO (Please delete)
If Yes, please give details:
.....
.....
.....

RELIGIOUS BELIEFS/ AFFILIATION	
What are your religious beliefs ?	If you attend a place of worship, please give details.
.....
If you are involved in Christian related activities, please give details.
.....

Please indicate how much time you can give to volunteering :

HOURS per week

If you wish to be more specific please use the boxes below. This does not commit you to work all the days/time shown, but it helps to know your intentions.

DAYS	TIMES am/pm	TIMES am/pm	TIMES am/pm
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Specific Areas of Voluntary Work

Please give details below of any specific areas of voluntary work that particularly interests you and what would you like to gain from volunteering ?

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DRIVING LICENCE

DO YOU HAVE A DRIVING LICENCE? YES NO

DO YOU OWN YOUR OWN VEHICLE? YES NO

WHAT TYPE OF LICENCE IS IT? FULL PROVISIONAL OTHER _____

DO YOU HAVE ANY DRIVING ENDORSEMENTS? YES NO

PLEASE GIVE DETAILS:

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REFERENCES

Please provide the full address of two referees who can comment on your suitability for this position.

Referee Name:	Referee Name:
Organisation /Company and Position:	Organisation /Company and Position:
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:

CRIMINAL OFFENCES

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?

YES

NO

Please ensure you have read and completed the attached "Declaration of Criminal Background Information" form

If yes, please give details (under the Rehabilitation of Offenders Act 1974, spent convictions over 10 years need not be declared):

ASYLUM & IMMIGRATION ACT 1996

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ a person who is not entitled to work in the UK.

You are therefore required to provide the Company with confirmation of your eligibility to volunteer in the UK by providing **ONE** of the **ORIGINAL** documents detailed below.

Please tick the appropriate box detailing which document you intend to bring with you, if you were offered a voluntary post. A copy of this document will be retained on your personnel file.

- A Passport showing the holder as a British Citizen or having right of abode in the UK; an EU passport/identity card showing the holder is an EU national or Swiss national; A residence permit issued in the UK to an EU or Swiss national; A document from the Home Office which has an endorsement stating the holder has right of residence in the UK as a family member of an EU or Swiss national; a passport or other document to show the holder can stay indefinitely in the UK; A document to show that the holder can stay in the UK and do the type of work on offer; An application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment

- If you do not have any of the above then a combination of a document giving the person's national insurance number and name e.g. P45, P60 NI card or letter from government agency PLUS ONE of the following: - a full birth certificate issued in the UK which includes the name of the holders parents; a birth certificate issued in the Channel Islands, Isle of Man or Ireland; a Certificate of registration or naturalisation stating the holder is a British Citizen; a letter from the Home Office confirming the holder has indefinite stay; and immigration document issued from the Home Office stating that the holder has leave to remain indefinitely and can do the type of voluntary work you are offering.
- If you do not have the above combination of the above then a combination of a Work Permit issued to the holder by Work Permit UK PLUS ONE of the following: - a passport showing the holder is able to stay in the UK and can take the work permit employment in question; a letter from the Home Office confirming the named person is able to stay in the UK and can take the work permit

FAILURE TO PRODUCE ANY OF THE ABOVE ORIGINAL DOCUMENTS WILL RENDER ANY OFFER OF VOLUNTARY WORK INVALID

DECLARATION

I certify that ALL information detailed is correct to the best of my knowledge.

I authorise the Company to obtain references to support my application . I release the Company and referees from any liability cause by giving and receiving references.

I understand that misrepresentation, falsification or omission of factual information requested on this application form may result in disciplinary action up to and including dismissal.

Applicants Signature: Date:

DATA PROTECTION

Personal data obtained from applicants during the volunteers recruitment process will be held securely by the YMCA. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant (e.g. if the applicants might be considered for other voluntary vacancies). Other than for the successful applicant, no personal data provided in the course of the application other than that stored and processed as part of the YMCA's monitoring of equal opportunities will be retained.

Please tick the box if you are happy for the YMCA to retain your personal information.

Unless otherwise requested, please return this form to:

***Craig Gough
Youth Projects Manager
Chelmsford YMCA
Victoria Road
Chelmsford
CM1 1NZ***

Personal Contact Details

Full Name:

Address:

.....

.....Post Code:

Home Tel. No: Mobile No:

Contact address if different from above:.....

.....

If it is not possible to contact you on either of your above telephone numbers during the day,
Please indicate whether you can be contacted elsewhere (e.g. Office/Work) ?

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Please provide the name, address and telephone number of someone we can contact on your
behalf should this become necessary in the event of an emergency.

Name & Relationship:.....

Address:

.....

Tel No: