

# Volunteer Application Form

**PLEASE NOTE**

Complete all sections in black ink or type.

Further information about Age UK Northamptonshire can be found on our website: [www.ageuknorthants.org.uk](http://www.ageuknorthants.org.uk)

<b>POST APPLIED FOR:</b> _____ _____	<b>Please indicate where you saw this post advertised:</b> _____
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**ALL APPLICANTS**

Please complete in capital letters:

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Mobile: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Which of the volunteering opportunities below would you be interested in? (please tick)

ADMINISTRATION/INSURANCE.....	LIFETIME CENTRES (DAY CARE).....
LITTLE HELP.....	FUNDRAISING.....
HOSPITAL AFTERCARE.....	COMMUNITY ACTIVITIES SCHEME.....
BEFRIENDING.....	CHARITY SHOP.....
VILLAGE CONTACT.....	SHOPPING SERVICE.....
HANDYPERSON SCHEME.....	COMMUNITY EVENTS PROMOTION TEAM.....

Any person applying for a role within our Trading Products Office or who subsequently becomes involved with insurance or handling of insurance monies, must pass our T&C scheme recruitment requirements, including the completion of an additional application form & references (where necessary).



## EQUAL OPPORTUNITIES MONITORING FORM

In accordance with its policy on equal opportunities in employment, the Charity will provide equal opportunities to any employee or job candidate and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origins, sex, sexual orientation, religion or belief, marital status, age or disability.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at short-listing and appointment as well as application stage. All information will be treated in confidence and will not be seen by any employee directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

**Post title:** ..... **Location:** .....

**Full name:** .....

**Gender:** male/female **Date of Birth:** ..... **Marital status:** married/single/other.....

**Do you have responsibility for dependants?** (Dependants relate to children, elderly or other persons for whom you are the main carer.) YES/NO

**Do you have any disabilities?** YES/NO

**Ethnic origin:** (Relates to a sense of identity/belonging on the basis of race/culture).  
I would describe myself as:

**A White:**

**B Mixed:**

British		White and Black Caribbean	
English			
Scottish		White and Black African	
Welsh		White and Asian	
Irish		Other, please specify:	
Other(please specify			

**D Black**

**C Asian**

Caribbean		Indian	
African		Pakistani	
Other; please specify;		Bangladeshi	
		Other, please specify:	



**Data protection**

Information from this application may be processed for purposes registered by the organisation under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to Age UK Northamptonshire processing the data supplied in this application form for the purpose of recruitment and selection.

.....signature .....print

**ASYLUM AND IMMIGRATION ACT 1996 – PROOF OF LEGAL RIGHT TO LIVE IN THE UK**

**Please indicate which of the following you are able to provide to prove your eligibility to live in the UK:**

Valid European Union Passport  UK Driving Licence  Bus pass

**DISABILITY DISCRIMINATION ACT 1995**

Please indicate if you have any special requirements to enable you to attend an interview.

YES  NO

If Yes please outline

Please provide information of any medical conditions that might affect the type of volunteer work you could do?

**EXPERIENCE AND SKILLS**

**Please use this space to outline experiences, skills and interests that could be used within your role as a volunteer.**



**Please provide names and addresses for two references indicating in what capacity you know them. Please note that relatives are not acceptable referees.**

<p>1. REFEREE</p> <p>Name:</p> <p>Address:</p> <p>Telephone No. Home: Business: E Mail:</p> <p>In what capacity is the referee known to you?</p>	<p>2. REFEREE</p> <p>Name:</p> <p>Address:</p> <p>Telephone No. Home: Business: E Mail:</p> <p>In what capacity is the referee known to you?</p>
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**OTHER INFORMATION**

	YES	NO
Do you have a current driving licence?	<input type="checkbox"/>	<input type="checkbox"/>

Is there any additional practical, physical, and/or emotional support you may require for fulfilling your role as a volunteer?  
Is there any religious or cultural requirements in order to enable you to undertake the role of volunteer?

**CRIMINAL CONVICTIONS**

Some positions require us to carry out a criminal record check through the Criminal Records Bureau (CRB). Please give details of **ANY** convictions, cautions or bindovers received or proceedings being instituted against you. Please give these details on a separate sheet and insert into a sealed envelope for the attention of the Human Resources Department and mark private. Securely attach this to the application form. The Criminal Records Bureau has produced guidance for disclosure applicants and this is available from Age UK Northamptonshire HR department upon request, or from [www.crb.gov.uk](http://www.crb.gov.uk)

If none, write "none" in the space below.

Any failure to notify us of any such convictions, cautions or bindovers at this stage may result in any agreements between us being terminated

