**VOLUNTEER APPLICATION FORM**

Please contact us if you need this application form in an alternative format or if you need any adjustment for any potential interview.

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: | Forenames: | | Surname: | |
| Address | | Telephone numbers:  Landline:  Mobile: | | |
| Email address: | | | | Have you a current driving licence? YES / NO\*  If YES give details, including any endorsements, eg car, HGV, PSC etc |
| Date of birth (please only fill this in if you are under 18) | | | |
| Do you automatically have the right to work in the UK? Yes/No  If not, do you have a visa? (Please give details) | | | | |

**Role**

Which location are you interested in?

1. Retail Shop Volunteer ENFIELD 🞎 EDMONTON 🞎

When are you available to volunteer? Please select your availability

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mon | TUE | WED | THUR | FRI | SAT |
| AM |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |

On a weekly basis 🞎

During school holidays only 🞎

During term time only 🞎

Other 🞎 Please specify

**Experience and skills**

Please use this section to tell us about your employment and voluntary experience. You may also include education qualifications, skills, training and languages

Why would you like to volunteer for Learning for Life Charity?

**References**

|  |  |
| --- | --- |
| Please provide details of two people who we can approach for a reference. The first should be your present manager (or last manager if you are not currently working or volunteering). If you have just left education, please provide the details of your course tutor. References from family members will not be accepted. If you provide details of a personal referee, it should be someone who has known you for at least three years. | |
| Name:  Job Title:  Company Name & Address:  Email:  Telephone Number (work):  Telephone Number (other):  Relationship to you: | Name:  Job Title:  Company Name & Address:  Email:  Telephone Number (work):  Telephone Number (other):  Relationship to you: |

Volunteers under 18, please complete the following box

Parental Consent (this is required for volunteers under 18)

I give consent for (**print name**) to volunteer at Learning for Life Charity.

**Signed**

**Date**

**Relationship to Volunteer:**

**DECLARATION OF UNSPENT AND RELEVANT SPENT CRIMINAL OFFENCES**

Before completing this form please read the following notes carefully.

It is the policy of this charity to require successful applicants for certain posts to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the charity, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post, the Council and the School comply with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings that you have and any court cases that you have pending.

The charity will use information provided by the Disclosure and Barring Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council or the School. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

DECLARATION OF CRIMINAL OFFENCES

Using the guidelines below please list all your unspent, and relevant spent, convictions, cautions, reprimands and final warnings, including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

Cautions relating to an offence from a list (see below) agreed by Parliament

Cautions given less than 6 years ago (where you were over 18 years old at the time of the caution)

Cautions given less than 2 years ago (where you were under 18 years old at the time of the caution)

Convictions relating to an offence from a prescribed list (see below)

Convictions that resulted in a custodial sentence (regardless of whether served)

Convictions given less than 11 years ago (where you were over 18 years old at the time of the conviction)

Convictions given less than 5.5 years ago (where you were under 18 years old at the time of the conviction)

Irrespective of the above list, if you have more than one conviction then ALL convictions must be declared.

The list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences, which must always be declared, has been derived from the legislation and can be accessed using the following link: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings please write 'none' and sign the form. If you have any queries about the completion of the form, please contact Learning For Life Charity.

|  |  |  |
| --- | --- | --- |
| Nature of Offence(s) | Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s) | Sentence(s) |
|  |  |  |

All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, I may be disqualified from future engagement with the Learning for Life and that any current engagement may be terminated with immediate effect.

**Signed**

**Name (please print name)**

**Position Applied for**

**Date**

**DECLARATION**

|  |
| --- |
| I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.  In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.  I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.  I hereby declare that information given on this form is complete and accurate.  **Signed: Dated:** |

**Please return completed form to: Learning For Life Charity, West Lea School, Haselbury Road, London N9 9TU or email (appropriate person)**