**Volunteer Application Form**

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| **Section 1** | | | |
| Title: |  | First name: |  |
| Last name: |  | | |

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| Address: |  | |
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| Postcode: |  |  |

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| Home Phone: |  | | | | |
| Mobile Phone: |  | | | | |
| Email address: |  | | | | |
| Are you eligible to work in the UK? | | Yes |  | No |  |
| Do you hold a full UK driving licence? | | Yes |  | No |  |
| Are you over 18 years old? | | Yes |  | No |  |

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| --- | --- | --- | --- |
| Emergency contact name |  | | |
| Number |  | Relation |  |

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| **Section 2** | |
| When are you available to start? |  |
| Days and times you are available |  |

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| **Section 3 – Education** | | | |
| Date From | Date To | Name of Establishment | Exams taken and qualifications gained |
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| **Section 4 – Employment History** | | | |
| Name and Address of Employer | Date From | Date To | Job Title/ Function and Responsibilities |
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| **Section 5 – Previous Voluntary Experience** | | | |
| Name and Address of Employer | Date From | Date To | Job Title/ Function and Responsibilities |
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| **Section 6 – Training and Skills** |
| Please list any training courses attended and skills held |
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| **Section 7 – Hobbies and Interests** |
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| **Section 8 – Supporting Statement** |
| Please state below your reasons for application, outlining your suitability for the post. |
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| **Section 9 – References** | | | |
| Please give the names and addresses of your two most recent employers. If you are unable to do this, please clearly outline who your referees are. (references will only be taken if you commence with us) | | | |
| Reference 1 | | Reference 2 | |
| Name: |  | Name: |  |
| Working relationship: |  | Working relationship: |  |
| Organisation name and address: |  | Organisation name and address: |  |
| Phone number: |  | Phone number: |  |
| Email address: |  | Email address: |  |

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| **Section 10 – Rehabilitation of Offenders Act 1974** | | | | |
| Volunteers should note that Mid-Kent Mind is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. If you are accepted for voluntary work and fail to disclose any such convictions, this could result in your dismissal. Any information given will be completely confidential and will be used only in determining whether a particular voluntary placement is appropriate. | | | | |
| Have you ever been convicted of a criminal offence? | Yes |  | No |  |
| Have you any prosecutions pending? | Yes |  | No |  |
| If yes, please give details of date of offence(s) and sentences: | | | | |

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| **Section 11 -** | **MK Mind Checks** |

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| Do you agree to a DBS check upon successful application? | Yes |  | No |  |
| Do you know anybody within Mid Kent Mind; trustee, staff or volunteer? | Yes |  | No |  |
| If yes, please provide name and role, and nature of relationship: |  |  |  |  |
| Do you have a disability? | Yes |  | No |  |
| What adjustments would support you through this recruitment process? |  |  |  |  |

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| **Section 12 - Declaration** | | | |
| I confirm that the information provided in this application and with my Curriculum Vitae is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purpose of assessing suitability for the post and may form the basis of any subsequent personnel file. | | | |
| Signed: |  | Date: |  |

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| **Section 13 – Data protection act** | | | |
| I agree to work in accordance with the data protection act 1998.  The information or data which you have supplied on this form will be processed and held on computer, and will also be processed and held on your personal records if appointed. The data may be processed by Mid Kent Mind for the purposes of equality monitoring, compiling statistics, and for keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data. | | | |
| Signed: |  | Date: |  |