

Volunteer Application Form

Name:

Address:

Postcode:

Contact Number:

Email:

Availability

It is useful to know when you will be available to volunteer - please indicate below the times you are generally available:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Please indicate approximate number of hours/days per week you could volunteer your time:

Are there any times you may be unavailable, e.g. school holidays?

Please tell us about any specific needs you would like us to consider, either at interview or if we offer you a volunteer role: *mobility, childcare responsibilities etc.* This information will be treated as strictly confidential.

Please indicate which role you are interested in:

Trustee board member, administrator, receptionist, other.

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Please tell us about anything you have done at work or in the community

Employment, work experience, volunteering, community activity (involvement in a tenant's association, school activities, support groups etc.), caring for children/other relatives/friend.

Other information

When could you start?

Where did you see this volunteering opportunity advertised?

Referees

Please supply the names and contact details of two referees who can comment on your suitability for volunteering. **References from friends and relatives will not be accepted.**

If you are (or have recently been) a student, one reference should be the Head or a Senior staff member of your place of study.

Any offer for volunteering will be subject to satisfactory references, in line with *Keeping Children Safe in Education 2013* and *Working Together to Safeguard Children 2013*.

Reference 1:

Name:

Address:

Postcode:

Contact Number:

Email:

Relationship:

Reference 2:

Name:

Address:

Postcode:

Contact Number:

Email:

Relationship:

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PERSONAL DECLARATIONS

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

Have you ever been convicted of any offence or "bound over" or given a caution? **Yes/No**

If **yes**, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

I understand that if my application is successful, I will be required to obtain a DBS check.

Declaration please read carefully.

For the purpose of the Data Protection Act 2018, I consent to the information contained in this form and any information received by or on behalf of The Sunshine Centre relating to the subject matter of this form being processed.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children or subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State, or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:

Date:

Print Name:

All candidates applying via email will be required to sign and date this form if invited for an interview.

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Please send your completed form to:

The Sunshine Centre
Edmunds Road
Banbury
Oxon
OX16 0PJ

Or email it to: community@sunshinecentre.org

OFFICE USE ONLY	
Application received on:	Interviewed by: 1. 2.
Shortlisted: Yes/No	Candidate notified of result on:
Invitation to interview sent on:	Candidate accepted post... Verbally on: In writing on:
Invitation Date:	Start date: