

***Highbury
Roundhouse
Youth and
Community
Centre***

***Volunteers
Application
Form***

Please Return to:
admin@highbury-roundhouse.org.uk
Highbury Roundhouse
71 Ronald's Road
London N5 1XB

PRIVATE & CONFIDENTIAL

Please state what area you would like to volunteer in.....

Personal information

Surname.....

First Names.....

Address.....

.....

.....

Telephone Number:

Day..... Eve.....

E-mail.....

Date of Birth.....

Present work (If employed) or details of present voluntary work.

Employer	Position Held	Main Duties	Dates from - to

Education

From	To	SCHOOL / COLLEGE/ UNIVERSITY Please give details of name, address and qualification obtained from professional body

Details of any vocational or professional training, short courses etc... Relevant to area you wish to work

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Details of experience looking to acquire: Please outline the experience and skills you like to obtain from this volunteering post.

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Please tick the days and times when you would like to volunteer on.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
EVENNING					
All Day					

Please note that some projects may only be able to offer all day volunteering opportunities such as playscheme.

Safeguarding

As most of our work involves contact with vulnerable people therefore your application is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by order 1986. In accordance with the Act you are required to disclose any convictions you may have including those, which are "spent" in relation to this application.

Any information disclosed will be kept in strict confidence and used only in consideration of the suitability of your application for a volunteering position.

Have you ever been convicted of a criminal offence:.....
If yes please provide details.....
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Do you have a current DBS disclosure.....

If yes when was it taken.....
Disclosure Ref:

If you do not have a current DBS we will undertake a DBS please confirm that you are in agreement with this.....
Please provide us with an e-mail address where we can send you a DBS application form:.....

References: Please give details of two people who know you well and who we can contact before offering you a placement.

One person should be your present or most recent employer (for paid or unpaid work)

1. Present or most recent employer (for paid or unpaid work)	
Name:	Address:
Daytime telephone number.....	
Email.....	

2. Second reference who can comment on your ability to do this role:	
Name:	Address:
Daytime telephone number.....	
Email.....	

Please provide us with the following documents. We would need to see the originals and take copies

FOR OFFICE USE

Ref	<u>Document/procedure</u>	<u>Copy Enclosed</u> <u>Yes/No</u>	<u>If No please give details</u>
1	Completed application form		
2	Proof of ID		
3	Proof of address (2 items)		
4	References received (2)		
5	Health declaration if applicable		
6	Enhanced DBS – Please ensure Safeguarding section is completed		

Signature.....Date.....

Print Name.....

Post you are seeking volunteering in.....

Start Date: