

APPLICATION FOR VOLUNTEERING

Post Details

Post applied for (please delete as appropriate):

Personal Details

Surname:	First Name(s):	Title:
Address:		
Postcode:	E-mail	
Telephone no. (home):	(mobile):	(work):
Date of Birth:	National Insurance No.:	
Previous/Maiden Name:	May we ring you at work? Yes/No	

Education & Training

Name & Location of Secondary School, Colleges, Universities attended	Dates	Subject(s)	Grade/Class
Professional training/qualifications with dates and levels attained (including current training)			
Other relevant training with dates			

Employment History

Name & address of present or most recent employer:

Post held:

From:

To:

Main duties/responsibilities:

Full-time/part-time
Paid/unpaid

Notice period:

Salary (if applicable):

Reason for leaving:

Previous posts, including any voluntary work, starting with the most recent immediately prior to the post above. Please also include details of breaks between jobs. Please give exact dates.

Employer's name and address:

Post held and main duties:

From:

To:

Reason for leaving:

Employer's name and address:

Post held and main duties:

From:

To:

Reason for leaving:

Employer's name and address:

Post held and main duties:

From:

To:

Reason for leaving:

Employer's name and address:

Post held and main duties:

From:

To:

Reason for leaving:

Please continue on a separate sheet if necessary

Availability & Areas of Interest

Please tick which days you are available to volunteer.

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY WEEKENDS

Also please indicate which area/s of the organisation you would most like to volunteer in:

Office Administration Fundraising

Family/Carer Support

Relevant Experience

Please tell us briefly why you would like to volunteer at Rett UK. Please include the experience, interests, skills and abilities which you consider relevant.

Please continue on a separate sheet if necessary.

Additional Information	
Do you hold a valid UK driving licence? YES / NO	If yes, how long have you held a licence? yrs
Do you have your own transport? YES / NO	Do you have eligibility to work in the UK? YES / NO / DON'T KNOW We will need to see evidence of eligibility if you are not a UK resident, or have not been in the UK for the last six months.
Are you related to a member of the Association's Executive Committee? YES / NO If yes, please give details.	
How many days have you had off work due to sickness in the last two years?	

References	
Please give the details of a previous employer or professional person who knows you.	
Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Tel. No.:	Tel. No.:
Email address:	Email address:
Person's professional relationship to you:	Person's professional relationship to you:
May we approach person prior to interviewing? Yes/No	May we approach person prior to interviewing? Yes/No

Rehabilitation of Offenders Act 1974 (Exemption Order 1975)
<p>Rett UK is committed to safeguarding children, young people and vulnerable adults. As well as completing pre-appointment checks, you will be required to complete safeguarding training within 6 months of joining the charity and regular refresher training. Your induction will give you access to our Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure. All staff and volunteers are expected to uphold our values in this regard and adhere to our policies at all times.</p> <p>Because the nature of the volunteering includes contact with people who are vulnerable, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. It is important that you disclose any previous convictions, spent or otherwise. In the event of employment, any failure to disclose such convictions will result in disciplinary action or dismissal. If you do need to make a disclosure, please complete the enclosed self-disclosure form and return it to us in the sealed envelope which will only be opened after we have interviewed you, if we are considering you for a position with us.</p> <p>You will also be required to complete an enhanced DBS before your appointment is confirmed, unless you have a 'portable DBS' in which case we will require the number so we can check your status. DBSs will also be renewed every 3 years.</p> <p>Because the nature of the volunteering includes contact with people who are vulnerable, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. It is important that you disclose any previous convictions, spent or otherwise. In the event of employment, any failure to disclose such convictions will result in disciplinary action or dismissal.</p>

Declaration

I understand that any appointment will be subject to the information given on this form being correct. I confirm that the information given on this form is to the best of my knowledge correct.

Signature:

Date:

On Completion

Please return completed form to:

Rett UK, Victory House, Chobham Street, Luton, LU1 3BS

Should you be successful in being selected as a volunteer, certain information given on this form will be used to provide a computerised personal record and under the terms of the Data Protection Act 1998 will be held securely and treated as being in confidence.

RETT UK**EQUAL OPPORTUNITIES MONITORING FORM**

The Rett UK is committed to a policy of Equal & Diversity and is an Equal Opportunities employer.

We recognise that avoiding discrimination in employment is important. To help us find out how far we are succeeding in providing equal access to our jobs we would appreciate it if you could supply the information detailed below.

This information will only be used to check how effectively our recruitment procedures are working, and to monitor the composition of our applicants and staff. This form will be treated independently from your application and will not be used in the selection process. **Completion of part or all of this form is optional.**

POST(S) APPLIED FOR: _____ **F- TIME / P- TIME**

1. Which of the following most closely describes your ethnic origin:

White: British	<input type="checkbox"/>	Asian: Indian	<input type="checkbox"/>
White: Irish	<input type="checkbox"/>	Asian: Pakistani	<input type="checkbox"/>
Other British	<input type="checkbox"/>	Asian: Bangladeshi	<input type="checkbox"/>
Other White background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black - Caribbean	<input type="checkbox"/>	Other Asian background	<input type="checkbox"/>
Black - African	<input type="checkbox"/>	Mixed	<input type="checkbox"/>
Other Black background	<input type="checkbox"/>	(Please state) _____	
		Other Ethnic Background	
		(Please state) _____	

2. Are you: Male Female

3. What is your age?

Under 20 20-24 25-29 30-34 35-39
 40-44 45-49 50-54 55-59 60+

4. Do you have a disability as defined under the Disability Discrimination Act 1995?

Yes No

If yes, what is the nature of your disability? _____

5. How did you learn about the post? (If you saw the post advertised, please say in which publication/website)

Please return this form in a separate envelope to your application form to:

Rett UK, Victory House, Chobham Street, Luton, LU1 3BS