****

**VOLUNTEER APPLICATION FORM**

**Thank you for applying to become a volunteer at women@thewell.**

**Without volunteers, we couldn’t run our project and provide the services to vulnerable women that help them to be safe and achieve their potential.**

**We would be grateful if you could spend a few minutes to complete this application form. If you have any difficulty completing this or have any questions please contact us on 020 7520 1710 and we will be happy to assist you.**

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Address:** |  | |
| **Email**: | | |
| **Phone:** | **Home:** | **Mobile:** |
| **Next of Kin:** | **Name + relationship:** | **Contact number:** |
| **Health:** | **Any health conditions we need to be aware of:** |  |

|  |
| --- |
| 1. **Do you have any skills or previous experience that you could use in your volunteering role? Is there something in particular that you would like to do?** |

|  |
| --- |
| 1. **What days/times are you available to volunteer?** (We ask that volunteers are able to commit to at least a 3 ½ hours (12.15- 3.45) once a week although this may be negotiable if you are coming in to do a specific specialist activity) |

|  |
| --- |
| 1. **Have you ever been a service user of w@w or another support service? If yes, when was your last contact with them?** |
| 1. **Please add any other relevant information or comments** |

1. **Referees**

Please give the name, address and telephone number of TWO referees. One referee could be your present and/or most recent employer or someone else who knows you and the second a previous employer, recent place of training or education or someone else who knows you. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a member of your family and you should state the capacity in which they know you. We will not contact referees unless you are being offered a volunteer post.

|  |  |  |
| --- | --- | --- |
|  | **First referee** | **Second referee** |
| **Name:** |  |  |
| **Position:** |  |  |
| **Organisation:** |  |  |
| **Address:** |  |  |
| **Phone:** |  |  |
| **Email:** |  |  |
| **Capacity in which they know you:** |  |  |
| **Between which dates?** |  |  |

1. **Applicants with disabilities**

**women@thewell** is committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities.

**Do you consider yourself to have a disability? Yes No**

**Is there any equipment/support you may require women@thewell to supply to enable you to volunteer?**

**Are you registered disabled? Yes No**

1. **Criminal record**

**women@thewell** aims to promote equality of opportunity for all with the right mix of talent, skills and potential. **women@thewell** welcomes applications from diverse volunteers.

**Rehabilitation of Offenders Act 1974:** Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of ‘spent’ convictions. However, because of the nature of the work, this post is exempted from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and all convictions, both spent and unspent, must be disclosed. A criminal record will not necessarily exclude you from volunteering but under the Act, we must have details, it will depend on the circumstances and relevance to the post.

**Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning by the police, or do you have any court cases pending?**

**Yes No**

**If yes, please give details:**

**Have you ever been investigated for any child protection related issue?**

**Yes No**

**If yes, please give details:**

The information contained in this application form will only be seen by those involved in the recruitment process.

If you have answered yes to either of the above questions, we may need to discuss the details with you in person before proceeding with your application.

1. **Asylum and Immigration Act 1996**

All volunteers will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the UK Government’s immigration policy can be found on [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) Immigration and Nationality page.

**Do you need a work permit in this country?**

**Yes No**

**If you need a work permit, are there any limitations/conditions on the work permit** e.g. a visa with limited duration?

**Yes No**

**If yes, please give details:**

1. **Declaration:**

**I declare that the information given on this form is correct to the best of my knowledge. I understand that if it is discovered that information has been fraudulently or misleadingly supplied, women@thewell reserves the right to terminate your volunteering without notice at any stage.**

**I confirm that the information I have given on this form is correct and complete, and that any misleading statements may be sufficient for cancelling any agreements made. Because of the sensitive nature of the duties the volunteer will be expected to undertake, I understand that the declaration will include details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on my suitability for the volunteer post.**

**I understand that an Enhanced Disclosure will be sought in the event of a successful application for volunteering and therefore I will be required to give details of spent and unspent convictions (please see declaration at end of application form). women@thewell operates under the Criminal Records Bureau Code of Conduct (a copy of which is available on request).**

**I understand that any offer of a volunteer post will be subject to receipt of a satisfactory CRB/child protection checks and two satisfactory references. I also understand that my records may be held on a computerised database that is subject to the Data Protection Act 1998.**

**Signature:**

**Date:**

1. **Declaration of interest:**

Do you have any family or friends who are employed by **women@thewell**, use the services of **women@thewell** or are a member of **women@thewell** Board of Trustees?

**Yes No**

If yes, please state who, and your relationship to them.

(Please note that any information supplied in this form may be stored by **women@thewell** for up to 24 months after the recruitment process has been completed. If you are appointed, this form and any supplementary papers you provide will form a part of your file throughout your volunteering with **women@thewell,** and be archived for 7 years after the end of your volunteering).

**Thank you for completing this form.**

**Please return this application form (saved with your name as part of the documents name) to** [zandalee.pretoria@watw.org.uk](mailto:zandalee.pretoria@watw.org.uk)

**Or if using a printed version of the form please post to**

**Recruitment, women@thewell, 54/55 Birkenhead Street, London, WC1 H8BB.**