****

**Volunteer Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role applied for:** |  | **Location**: |  |

|  |  |
| --- | --- |
| **Personal Details** | |
| **Preferred title:** |  |
| **First name:** |  |
| **Surname:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Home Telephone** |  |
| **Work/Mobile Tel:** |  |
| **Email address:** |  |
| **Occupation:** |  |
| **Languages Spoken:** |  |
| **Where did you hear about volunteering at the Refugee Council?** |  |

**How many days a week would you usually be able to volunteer? Please tick to select the days.**

Monday  Tuesday             Wednesday            Thursday              Friday

**Why do you want to volunteer for Refugee Council and what do you hope to gain from the role?**

|  |
| --- |
|  |

**Please list any academic and other relevant qualifications and awards below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational institution:** | **Course:** | **Level** | **Grade/result:** | **Date gained:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Please list relevant work and volunteering experience below (if any) :**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: | Role: | Start date: | End date: |
|  |  |  |  |
| Brief description of main duties and responsibilities: | | | |
|  | | | |
| Reason for leaving: Still present. Working Monday-Thursday | | | |
|  | | | |
| Organisation: | Role: | Start date: | End date: |
|  |  |  |  |
| Brief description of main duties and responsibilities: | | | |
|  | | | |
| Reason for leaving: Volunteering | | | |
|  | | | |
| Organisation: | Role: | Start date: | End date: |
|  |  |  |  |
| Brief description of main duties and responsibilities: | | | |
|  | | | |
| Reason for leaving: | | | |
|  | | | |

|  |  |  |
| --- | --- | --- |
| REHABILITATION OF OFFENDERS ACT | | |
| Under the provision of this Act you must give details of any unspent offences. If you are unsure of rehabilitation periods, i.e. the time the conviction becomes unspent, you can obtain information from the Volunteer Development Team.  All successful applicants for volunteering will be subject to a Criminal Records Bureau Disclosure, when the provisions of the Act apply, e.g. when the role entails working with children or vulnerable adults.  The disclosure of convictions will not necessarily be a bar to volunteering and only relevant convictions will be taken into consideration when deciding on whether a volunteer role will be offered. | | |
| Have you any unspent criminal convictions or cautions? | No |  |
| If YES please give brief details, (the nature of the offence; place and date of judgement; sentence). | | |

**Do you have any particular requirements that we would need to consider if you were to become a volunteer?**

|  |
| --- |
|  |

**References**

Please give the contact details of two people who will be able to comment on your suitability to volunteer for the Refugee Council. They should have known you for at least a year, and cannot be a member of your family. One of these people should ideally be a previous employer, tutor or volunteer manager.

If this is difficult for you because you have been in this country for a short time, please let us know and we can discuss it further.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Name: |  |
| Address: |  |  | Address: |  |
| Telephone number: |  |  | Telephone number: |  |
| Email address: |  |  | Email address: |  |
| How does this person know you? | |  | How does this person know you?  Previous Volunteering Employer | |
|  | |  |  | |
| How long has this person known you? | |  | How long has this person known you? | |
|  | |  |  | |

Please email this form to [RCOSupport@RefugeeCouncil.org.uk](mailto:RCOSupport@RefugeeCouncil.org.uk)