**Volunteer Application Form**

Thank you for your interest in volunteering with us. Please complete and return this form, and the accompanying equalities monitoring form. If you need more information or help to apply, contact Sue Shaw on [volcoordinator@voicesinexile.org](mailto:volcoordinator@voicesinexile.org) Thank you!

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| --- | --- |
| **Your personal details** | |
| Your name |  |
| Address | Postcode: |
| Contact details | Email:  Phone: |

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| --- |
| **I am over 18yrs old Yes/No Date of birth:** |

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| **Which volunteer roles are you interested in?** |

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| **Please tell why you are interested in volunteering with us and about any work, volunteering, personal experience or skills that you have that are relevant to the role you are interested in.** |
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| **Please tell us about any languages you speak/write in any languages other than English** |

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| --- | --- | --- | --- | --- | --- |
| **When are you available to volunteer with us?** Please tick as many as you like | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning |  |  |  |  |  |
| Afternoon |  |  |  |  |  |

|  |  |
| --- | --- |
| **References**  Please supply details of 2 people who know you well enough to comment about your suitability for this role. They should not be family members. If you are not sure about who to suggest, we are happy to discuss this with you. | |
| **Referee 1** | |
| **Name** |  |
| **Address** |  |
| **Contact details** | **Email**  **Phone** |
| **Referee 2** | |
| **Name** |  |
| **Address** |  |
| **Contact details** | **Email**  **Phone** |

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| **Please tell us about any particular needs you feel we should be aware of to support you with your application to volunteer with us.** e.g. health, disability, language/literacy, caring commitments, childcare |
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| **It helps us to know how you heard about us. Please let us know. (circle where you heard about us)** |
| |  |  |  | | --- | --- | --- | | Our website | Volunteer centre | Friend or family | | Another website | Another organisation | Word of mouth | | Our leaflet | Social Media (e.g. Facebook) | Other (please tell us): | |

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| **Data Protection and use of your personal data (legitimate interest)**  To process your application, we need to collect some personal data (such as your name and contact details) from you to enable us to respond to your request. You are under no obligation to provide personal data. However, should you decide not to provide us with this personal data, we may not be able to progress your volunteer application. If your application is successful, we will retain your information for the duration of your volunteering and for up to 6 years after you stop volunteering with us, unless we are required by law to hold it longer. If your application is unsuccessful, all information will be destroyed within 6 months after the date of application.  🞎 By ticking this box, I consent to Voices in Exile storing and handling my data as outlined above, in accordance with our Data Protection Policy – available on request. |

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| I confirm that the information I have provided is true and correct to the best of my knowledge. | |
| **Your signature** |  |
| **Date** |  |

**Thank you for taking the time to complete this form. Please return this to** [volcoordinator@voicesinexile.org](mailto:volcoordinator@voicesinexile.org) or Volunteer Coordinator, Voices in Exile. Fitzherbert Centre, 36 Upper Bedford Street, Brighton, BN2 1JP

**Our recruitment process:**

**When we receive your form**

We will let you know within 7 working days that we have received your form. If you have not heard from us, please contact [sue.shaw@voicesinexile.org](mailto:sue.shaw@voicesinexile.org)

**As part of our recruitment process**

* We will let you know as soon as possible if you will be invited to meet with members of staff for an interview. Depending on your role, this will not necessarily be formal. This will give us the opportunity to find out more about you and to answer any of your questions. Please tell us about how we can support you to come to your interview
* We will inform you of the outcome of the interview
* If you are successful, we will contact your referees for a reference
* If the role requires, we will ask you to complete a DBS application

**Rehabilitation of Offenders Act**

Having a criminal record will not necessarily exclude you from volunteering with us. Your application will be dependent on the nature of the offence and position applied for. **If your volunteering role falls within the Rehabilitation of Offenders Act 1974 or is a specified or regulated activity, we will require you to complete a DBS (Disclosure and Barring Service) check**.