**Application Pack – Volunteers**

Thank you for requesting this application pack.

# **Notes about this Application**

Please read these notes carefully, they will help you to provide us with all the information we need to consider your application.

## **Completing the application form**

All sections of the form must be completed for us to be able to assess your application, if a section isn’t relevant please put ‘N/A’ (not applicable). Don’t substitute, or cross reference information on this form, with curriculum vitae (CV).

If we wish to progress your application further you will be contacted by phone or letter advising you of the next stage of the process.

## **Information required on application**

We require you to give us the details of at least 2 referees who have known you for at least 2 years. The referees you specify need to be able to give their opinion as towards your suitability for the role.

For school or college leavers an academic reference can be accepted.

Character references are acceptable but we are unable to accept a reference from a family member.

References will be requested automatically after a conditional verbal offer has been accepted.

Please ensure that your contact details are correct as this will prevent delays in the application process.

Please return your application form to the project you are applying to volunteer with.

## **The interview process**

If you are being invited for interview, you will be contacted to give you details of the date, time and venue for the interview.

You will be required to sign a hard copy of your application form at the interview.

## **DBS checks (PVG checks in Scotland)**

All volunteers within Change Grow Live are required to undergo a DBS/PVG check at the appropriate level required for the role; all offers of a volunteer post are subject to a satisfactory DBS/PVG check.

## **Queries or concerns**

Please contact the project you are seeking to volunteer with if you have any queries regarding the application process.

# **Application to become a Change Grow Live Volunteer**

Please complete all sections unless the section is not relevant in which case please put N/A (not applicable) in the space provided.

## **Position applied for**

|  |  |
| --- | --- |
| **Role** |  |
| **Location** |  |
| **Reference number** |  |
| **Closing date** |  |

## **Personal details**

|  |  |
| --- | --- |
| **Family name** |  |
| **Forename** |  |
| **Title (Mr/Ms/Mrs/Miss etc)**  |  |
| **Address** |  |
| **Postcode** |  |
| **Prison Number and location [if relevant]** |  |
| **Telephone (Home number)** |  |
| **Mobile phone number** |  |
| **Work** |  |
| **Email Address** |  |

## **Emergency contact details**

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship** |  |
| **Address** |  |
| **Contact Number** |  |

|  |  |
| --- | --- |
| Do you **require** a permit or any other kind of document to show that you have necessary permission to volunteer in the UK?  | **Yes / No** |
| Do you currently **have** the necessary documentation to enable you to work in the UK? | **Yes / No** |
| Are you related to, friends with or in a relationship with any current or former Change Grow Live staff member, volunteer or service user? | **Yes / No** |

|  |
| --- |
| If you answered yes to any of the 3 questions above, please give details below |
|  |

## **References**

Please provide a minimum of two referees; additional referees will be helpful if you have difficulty identifying two people who have known you for longer than 2 years.

## **Referee 1**

|  |  |
| --- | --- |
| **Referee’s name** |  |
| **Referee’s job title (where relevant)** |  |
| **Referee’s address** |  |
| **Referee’s postcode** |  |
| **Referee’s email address** |  |
| **Referee’s phone number** |  |

## **Referee 2**

|  |  |
| --- | --- |
| **Referee’s name** |  |
| **Referee’s job title (where relevant)** |  |
| **Referee’s address** |  |
| **Referee’s postcode** |  |
| **Referee’s email address** |  |
| **Referee’s phone number** |  |

## **Referee 3**

|  |  |
| --- | --- |
| **Referee’s name** |  |
| **Referee’s job title (where relevant)** |  |
| **Referee’s address** |  |
| **Referee’s postcode** |  |
| **Referee’s email address** |  |
| **Referee’s phone number** |  |

## **Availability**

Please highlight which days you are available to carry out your volunteering duties.

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Morning** | **Afternoon** | **Evening** |
| **Monday** | Yes / No | Yes / No | Yes / No |
| **Tuesday** | Yes / No | Yes / No | Yes / No |
| **Wednesday** | Yes / No | Yes / No | Yes / No |
| **Thursday** | Yes / No | Yes / No | Yes / No |
| **Friday** | Yes / No | Yes / No | Yes / No |
| **Saturday** | Yes / No | Yes / No | Yes / No |
| **Sunday** | Yes / No | Yes / No | Yes / No |

Other (please specify):

## **Personal statement**

Please refer to the person specification, where you will find the skills and experience required for this post. Please state how you feel you meet these criteria. This can include your skills, experiences and motivations to volunteer for Change Grow Live. You may find the prompts below helpful. This information will be used in the shortlisting process.

**Please continue on an additional sheet if necessary**

### **Prompts:**

* Why do you want to volunteer for Change Grow Live and what do you feel you have to offer?
* Do you have any previous experience working with individuals in need of support?
* Do you have any transferable skills or experience you could bring to the role – particularly from paid or volunteering roles you have undertaken previously?
* What do you like doing in your spare time and what are your skills/hobbies/interests?

## **Declaration**

To my knowledge the information above is correct. I understand that if I am appointed and this information is found to be inaccurate this may affect my continued involvement with Change Grow Live.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |