



## **VOLUNTEER APPLICATION FORM**

In the interests of our volunteers it would be beneficial for us to know as much about them as possible. This form is designed to give us access to that information and will be treated with the utmost confidentiality and will be used for the CRB checks.

We would be grateful if you would fill in the boxes and return to us as soon as possible along with the necessary documentation. If you need assistance with the form please telephone us on (0114) 2620094 and we will be happy to help.

THANK YOU.

**FULL NAME:**

**TITLE:**

**ADDRESS:**

**SINCE? (need month & year)**

**PREVIOUS ADDRESS:**

**DATES: (need month & year)**

**DATE OF BIRTH:**

**PLACE OF BIRTH:**  
**(town & county)**

**NATIONAL INSURANCE NO:**

**DATE OF MARRIAGE:**

**MAIDEN NAME:**

**DETAILS OF ANY OTHER PREVIOUS NAMES USED(either first name or surname including relevant dates:**

**TELEPHONE NO:**

**MOBILE:**

**E-MAIL ADDRESS:**

**EMERGENCY CONTACT:**

**ADDRESS:**

**EMERGENCY CONTACT TELEPHONE NO:**

**This section is only applicable to volunteers who will be using WORK LTD's vehicle:**

DO YOU HOLD A CURRENT DRIVING LICENCE?

DO YOU HAVE ANY ENDORSEMENTS? If so, please list.

**HOW DID YOU FIND OUT ABOUT WORK LTD?**

**MEDICAL – DO YOU HAVE ANY MEDICAL CONDITION THAT WE SHOULD BE AWARE OF?**

**ARE YOU ON ANY MEDICATION? IF SO, PLEASE STATE TYPE AND DOSAGE:**

**ANY OTHER DETAILS YOU FEEL MAY BE OF INTEREST TO US?** We want to make volunteering with WORK LTD a mutually beneficial experience so please include any areas of expertise, hobbies, likes, dislikes, experience, qualifications, etc.

**REFEREES:**

Please give the names and addresses of two people who would be willing to give you a character reference:

Name:  
Address:

Name:  
Address:

Telephone No:

Telephone No:

**TRAINING:**

Volunteers may be offered training opportunities from time to time. Would you be prepared to participate in training and development when appropriate?

**YES / NO**

**REHABILITATION OF OFFENDERS ACT:**

Where posts (voluntary or paid) involve direct working with people with a learning disability the Exemptions Order of the above act allows WORK LTD to enquire into the criminal background of applicants. You should list all criminal convictions, including any which may, in other circumstances, be considered 'spent'.

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE BY A COURT OF LAW?

**YES / NO**

IF YES, PLEASE GIVE DETAILS:

DATE:

PLACE:

OFFENCE:

SENTENCE:

Would you be in agreement to WORK LTD instigating a Police Check, either now or in the future if we believed it necessary?

**YES / NO**

**VOLUNTEER DECLARATION:**

Whilst volunteering at WORK LTD I agree to adhere to all rules and regulations as laid down by the Board of Trustees and Management. I have received and read copies of WORK LTD's Health and Safety Policy and Equal Opportunities Policy. The information on this form is correct to the best of my knowledge and belief.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED APPLICATION FORM TO:**

**WORK LTD  
(Rear of Bents Green School)  
Off FOLKWOOD GROVE  
RINGINGLOW ROAD  
SHEFFIELD  
S11 7TB**

TEL: (0114) 2620094

**DOCUMENTS REQUIRED FOR CRB CHECKS: (Please note this is required after the interview stage)**

We need to see originals of at least 3 identification documents, including one which contains your present name and address. Please bring all the original documents from section 1 and if you do not possess all 3, then we require both from section 2. Should you be unable to bring all the necessary documents from sections 1 or 2, we may need to see documents from section 3. We will then make a photocopy of each document and once the checks have been verified all documentation will be shredded. With regards to Bank Statements, we only need to see the name, address and date section, the other details can be covered.

**1**

Valid Passport  
UK Driving Licence  
Birth Certificate

**2**

Utility Bill (in your name)  
Bank Statement

**3**

Marriage Certificate

(must be dated within 3 months)  
Council tax statement  
Telephone bill  
Connexions card  
Bank Account opening confirmation letter  
Credit Card statement  
Benefit statement i.e. pension/child allowance