**PLEASE COMPLETE THIS FORM ELECTRONICALLY AND SUBMIT IT VIA EMAIL to office@therwf.org**

**PLEASE REFER TO ADDITIONAL MATERIAL SUPPLIED BEFORE COMPLETING THIS FORM.**

**This Form is Confidential**

|  |  |
| --- | --- |
| Application for the post of | Volunteer(please print which role) |
| Application closing date | ongoing |
| Where did you see this post advertised? |  |

**Entitlement to Work in the UK**

To comply with the Asylum and Immigration Act 1996 all prospective employees may be asked to supply evidence of eligibility to work in the UK. **We are not able to consider candidates who do not have the right to work in the UK, even though this is a voluntary post**. If you do require and are in possession of a work permit to work in the UK, please tick here ◻ Please **do not** send any further work permit information to us now. We will request this from you at a later time if you are selected.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | D.O.B. | |  | | |
| Surname |  | | Forenames | |  | |
| Full Address  Including  Postcode |  | | | | | |
| Country of Birth |  | | | | | |
| Home Tel No |  | | Mobile No | | |  |
| Email Address |  | | NI Number | | |  |
| If you can be contacted during the day by telephone, please give number | | | | | |  |
| Do you have a current full driving license? | | | | | | ◻ Yes ◻ No |
| Have you ever worked as a volunteer before? | | | | | | ◻ Yes ◻ No |
| Have you previously applied for a position at The Reasons Why Foundation? | | | | | | ◻ Yes ◻ No |

If you have answered ‘Yes’ to either of the two previous questions, please outline below:

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| --- | --- |
| Please give details of any experience and/or personal development you feel are relevant to the post. Examples could include; experience and achievements in previous roles, such as voluntary work, studies or spare time activities.  (Please use only the allotted space immediately below. Anything over this limit will not be considered). |  |
|  |  |

**Present or Most Recent Employer**

|  |  |
| --- | --- |
| Name of Employer |  |
| Full Address of Employer including postcode |  |
| Job Title |  |
| Please give a brief description of your major duties, responsibilities and achievements.  (Please use only the allotted space immediately below. Anything over this limit will not be considered). | |
|  | |

**Previous Employment and Other Relevant Experience**

**Please list below a complete record of other employment and activities, either paid or unpaid. These should be in date order, starting with the most recent.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Name of organisation and job title | Brief description of main duties and responsibilities | Reason for leaving |
| from | to |
|  |  |  |  |  |
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**How you meet the Selection Criteria**

It is important that you provide evidence in this section of how you feel you meet the essential and desirable criteria which are set out in the Person Specification. Please include examples of work or other activities that you have undertaken that are relevant to this position. Importantly, please tell us why you want to volunteer with us and include any other information which was not required in other sections of this form which you feel may be useful for us to know.

(Please use only the allotted space immediately below. Anything over this limit will not be considered).

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give the names and contact details of two people, who are not relatives and are willing to supply a reference about you. One of whom should be your present employer, or last employer, if not currently employed. If you are successful at interview, we will contact your named referees before offering you this role. References will only be sought from successful candidates and not prior to interview. | | | |
| May we contact this referee without further authority from you? ◻ Yes ◻ No | | | |
| Name |  | | |
| Address |  | | |
| Tel No/email |  | | |
| Organisation (if applicable) | |  | |
| In what capacity does this person know you? | | | |
|  | | | |

|  |  |  |
| --- | --- | --- |
| May we contact this referee without further authority from you? ◻ Yes ◻ No | | |
| Name |  | |
| Address |  | |
| Tel No |  | |
| Organisation (if applicable) | |  |
| In what capacity does this person know you? | | |
|  | | |

**Declarations**

**Criminal Convictions**

Please give details of criminal convictions below. Unless otherwise stated you do not need to declare convictions which are “spent” as defined by the Rehabilitation of Offenders Act 1974. However, for this post a criminal record check through the Criminal Records Bureau will be required prior to commencing the role. Please see guidance notes for further information. Please note that previous convictions will NOT necessarily exclude you from this role.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you any unspent criminal convictions? | | | ◻ Yes ◻ No | If Yes, please give brief details below |
| Date | |  | Nature of offence |  |
| Court | |  | | |
| Sentence |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | |  | Nature of offence |  |
| Court | |  | | |
| Sentence |  | | | |

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| --- | --- | --- | --- | --- |
| Date | |  | Nature of offence |  |
| Court | |  | | |
| Sentence |  | | | |

**If you are related to any member of The RWF staff, trustees or volunteers please state their name and relationship below.**

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**Data Protection Act 1998**

The RWF will use the information you have given for recruitment and employment purposes only. No information given will be shared with any other organisation external to The RWF unless it is permitted or required by law to do so.

By returning this application form to The RWF you consent to us processing sensitive data about you. You have the right to ask for a copy of the information we hold about you and to correct any inaccuracies in your information. The RWF will only retain a copy of your application for as long as is necessary.

Only staff involved in the recruitment process will have access to the information you have supplied us with.

**Declaration**

I accept that all or part of the information provided on this form may be used and processed by The RWF for recruitment and personnel administration and equality and diversity monitoring. Such use will be subject to the provisions of the Data Protection Act 1998. As far as I know, the information I have given in this form is true and correct. I understand that any false information will make my application unacceptable or, if appointed, may lead to dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

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| --- |
| **Finally:**  Before returning this form check that you have responded to all the relevant questions and that any accompanying papers are clearly marked with your name and the section which they are relevant to.  You may return this completed application to us electronically to:  office@therwf.org  Please also use this email address if you have any queries related to the recruitment process or, alternatively, call us on 0330 221 0487  ***We do not accept paper copies of the application form.***  ***Please attach your most recent CV to the email when returning this completed form.*** |