A4ID Volunteer Application Form

November 2019

***Note: the information supplied on this form will be treated in confidence.***

# Section 1 Personal details

|  |  |
| --- | --- |
| **Volunteer Position/s Being Applied For** | Communications  Learning & Development  Operations/Finance  Policy & Thought Leadership  Pro Bono Legal Services  ROLE UK |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | **Last Name:** | |  | | | | |
| **First Names:** | |  | | | | | | |
| **Address:** | |  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **Postcode:** | |  | | | | | | |
| **Home Telephone Number:** | | |  | | | | | |
| **Mobile Telephone Number:** | | |  | | | | | |
| **E-mail address:** | | |  | | | | | |
| **Are you eligible to volunteer in the UK?** | | | | | **Yes** |  | **No** |  |

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# Section 2: Education

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| Qualifications obtained from Schools, Colleges and Universities.  Please list **highest and most recent** qualification first: |

|  |  |  |  |
| --- | --- | --- | --- |
| **College or University** | **Course** | **Qualifications and grades obtained** | **Start Date to End Date** |
|  |  |  |  |
| **School** | **Subjects** | **Qualifications and grades obtained** | **Start Date to End Date** |
|  |  |  |  |

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| --- |
| **Professional, Technical or Management Qualifications** |

|  |  |  |
| --- | --- | --- |
| **Professional/Technical/**  **Management Qualifications** | **Start Date to End Date** | **Course Details** |
|  |  |  |
| **Membership of any Professional / Technical Associations- Please state level of Membership:** | | |

# Section 3 Employment and Volunteering Details

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| **Previous Employment** (most **recent** employer first).  Please state nature of business - if not public sector. Dates of all positions needs to be included. |

## Role One

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer:** |  | | |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode** |  |
| **Position Held:** |  | | |
| **Employment Period:**  *Start Date to End Date* |  | | |
| **Summary of Duties** |  | | |
| **Reason for Leaving** |  | | |

## Role Two

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer:** |  | | |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode** |  |
| **Position Held:** |  | | |
| **Employment Period:**  *Start Date to End Date* |  | | |
| **Summary of Duties** |  | | |
| **Reason for Leaving** |  | | |

## Role Three

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer:** |  | | |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode** |  |
| **Position Held:** |  | | |
| **Employment Period:**  *Start Date to End Date* |  | | |
| **Summary of Duties** |  | | |
| **Reason for Leaving** |  | | |

## Role Four

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer:** |  | | |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode** |  |
| **Position Held:** |  | | |
| **Employment Period:**  *Start Date to End Date* |  | | |
| **Summary of Duties** |  | | |
| **Reason for Leaving** |  | | |

# Section 4 Rehabilitation of Offenders Act

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| --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence that is not considered spent under the Rehabilitation of Offenders Act 1974?** | **Yes** |  | **No** |  |
| **Have you any prosecutions pending?** | **Yes** |  | **No** |  |
| **If yes, please give details / dates of offence(s) and sentence:** |  | | | |

# Section 5 Skills, Knowledge and Experience

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| --- |
| **Taking particular account of the essential criteria listed on the Person Specification, please state what knowledge, skills and experience you have which are relevant to this post. Make sure that you give concrete examples to demonstrate your suitability. Please also state your reasons for applying. (500 words maximum)** |
|  |

# Section 6 References

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| **Please give the names and contact details of your two most recent employers. If you are unable to do this, please clearly outline who your referees are. By providing these details, you confirm that you are happy for us to contact these individuals to ask them all that we consider relevant to your suitability for this role. We will only contact your referees after the interview stage, if you are considered for the position. You agree that the information and opinions obtained by A4ID from your referees will be confidential between them and A4ID.** |

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| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position (job title):** |  | **Position (job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Relationship:** |  | **Work Relationship:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation:** |  | **Organisation:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | **Address:** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Postcode** |  | **Postcode** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone No:** |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **E-mail:** |  | **E-mail:** |  |

**Section 7 Declaration**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references.** | | | | | |
|  | **Signed:** |  | **Date:** |  |  |
|  | | | | | |