A blue text on a black background

Description automatically generated**Communications Volunteer**

**Application Form**

|  |  |
| --- | --- |
| **Contact Details** (Please let us know if these change) | |
| Full Name: |  |
| Address (including postcode): |  |
| Phone Number: |  |
| Date of Birth: |  |
| Email Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Which locations are you potentially able to volunteer in?** (Please place an X in all you might be willing to volunteer)  Please do let us know if you have a preference but please be aware that at any time, we have limited slots available in each location | | | |
|  | Preferred location | Also able and willing to volunteer at this location | Not able / willing to volunteer at this location |
| Cambridge |  |  |  |
| Ely |  |  |  |
| Huntingdon |  |  |  |
| Peterborough |  |  |  |
| Wisbech |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Availability** (Please place an X in all the time slots you might be willing to volunteer) | | | |
|  | Morning | Afternoon | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |

|  |
| --- |
| **Are you able to drive and do you have access to a car?**  If not then this is not a barrier to volunteering – it is only an issue in locations where there is limited access by public transport |
|  |

|  |
| --- |
| **Do you have any support / access requirements we should know about?** |
|  |

|  |
| --- |
| **How did you hear about Centre 33?** |
|  |

|  |
| --- |
| **Why would you like to volunteer at Centre 33?** |
|  |
| **How much time are you planning to commit to volunteering (per week / month) and how long would you like to be involved with Centre 33? (e.g. 4 hours per week for a year)** |
|  |

|  |
| --- |
| **Please list any relevant qualifications you have or training you have attended.** It is not always essential to have particular qualifications to volunteer at Centre 33. |
|  |

|  |  |  |
| --- | --- | --- |
| **Please explain how you meet the criteria outlined in the role description for the role that you are applying for.** Feel free to explain any experience or skills that are not listed on the role description that you think may be relevant. | | |
|  | | |
| **Do you have any criminal convictions or cautions?** | Yes | No |
| **Please note:** All staff and volunteers at Centre 33 undertake an enhanced CRB Check. **Having a criminal record will not necessarily bar you from working with us**. This will depend on the nature of the position and circumstances and background of any offences. If you have any questions about this or would like to see our ‘Recruitment of Ex-offenders Policy’ please contact us. | | |

**References**

Please give details for two people who we can contact for a reference for you. At least one of these referees (and ideally both) should know you through a professional (employer / volunteer manager) or academic capacity. We will try to contact your referees by telephone, if possible.

|  |  |
| --- | --- |
| **Referee 1** | |
| Relationship to you: |  |
| How long have you known the referee?: |  |
| Organisation (if applicable): |  |
| Job Title: |  |
| Name: |  |
| Daytime Telephone Number: |  |
| Address (including postcode): |  |
| Email Address: |  |
| **Referee 2** | |
| Relationship to you: |  |
| How long have you known the referee?: |  |
| Organisation (if applicable): |  |
| Job Title: |  |
| Name: |  |
| Daytime Telephone Number: |  |
| Address (including postcode): |  |
| Email Address: |  |

|  |
| --- |
| **Personal Data Storage** |
| All personal data will be collected, stored and processed by or on behalf of Centre 33 in accordance with the General Data Protection Regulations 2018.  To comply with the Regulations we require your consent to use personal data supplied by you in the processing and review of your application. This includes sharing with and fair use by such individuals and organisations as Centre 33 deems appropriate for the purposes of administering all job applications (paid staff or volunteer roles).  For example we sometimes use external colleagues and/or young people on our interview panels and they might see application forms.  For more information please see our privacy notice on the website http://centre33.org.uk/help/work-for-us/  Please tick here if you agree to allow your personal data to be used as described  |

**I confirm that the information provided above and in the Application form is complete and correct. I understand that I may be asked to provide evidence to support the information if I have given. In the event of being found to have provided any false information, I may face disciplinary action including dismissal.**

**I confirm that the information provided above and in the Application form is complete and correct.**

|  |  |
| --- | --- |
| Date: | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (If sent electronically your typed name will be taken as a signature) |

**Monitoring Diversity**

*For the purpose of monitoring our recruitment and selection process, and as part of the organisation’s equality commitment, we would be grateful if you would complete the following survey.*

[*https://www.surveymonkey.com/r/EOPSrecruits*](https://www.surveymonkey.com/r/EOPSrecruits)

*This information will be kept confidential and will not be seen by the selection panel until after short-listing decisions have been made.*