



Volunteer Application Form

Thank you for your interest in volunteering for the Youth Enquiry Service (Y.E.S). The information you provide in this application form will help us to decide how you might be able to help us. It is really helpful if you can give us as much information as possible about your experiences, interests and availability to volunteer. If you have any questions about this form, please do not hesitate to contact us on the details at the end of this form.

1. Volunteer role you are applying for:

2. Personal information

Title: Mr / Mrs / Ms / Miss

First name(s):..... Last name:

Home Address: Daytime phone number:

.....

Evening phone number:

.....

(if different)

Mobile phone number:

Postcode:

Email address:

Date of Birth:

National Insurance No:

.....

(dd/mm/yyyy)

3. How did you hear about volunteering?

- | | |
|---|--|
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Media |
| <input type="checkbox"/> University / College | <input type="checkbox"/> Leaflet or poster |
| <input type="checkbox"/> Event | <input type="checkbox"/> Volunteer Centre |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Event or talk about Y.E.S |

Other – please give details

4. Your interests and reasons for applying to volunteer

What do you hope to gain from volunteering with Y.E.S?

Please tell us about any hobbies or interests you have that might be relevant to the role you have applied for.

5. Your availability

What days and times would best suit you and how often would you be able to volunteer?

	11am – 2pm	2pm – 5pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

6. Your skills and experience

Please tell us about any paid/voluntary work experience you have which may be relevant to this role.

Please tell us about any skills, qualifications or training courses that you have which may be relevant to this role.

Please tell us about any qualifications or training you are currently studying for.

Y.E.S sometimes needs volunteers with particular skills. Do you have any of the following skills? *Tick any of the boxes which apply:*

- Sign Language
- First aid
- Fundraising
- Languages (other than English)

Please state which languages you speak:

Do you have any other skills you would like to share with Y.E.S?

If yes, please give details below.

7. References

Please provide details of two people who have known you for at least two years that we can ask for references regarding your work/studies/experience and your suitability to volunteer with Y.E.S. Wherever possible, these should be current/past employers, places you have volunteered or a tutor/social worker. If you are unable to provide referees from these areas, please note this and we will contact you to identify appropriate referees.

(1) Title: Mr / Mrs / Ms / Miss

Name:

Address:

Postcode:

Tel No:

Email address:

Occupation:

How do you know this person?

When did you last have contact with this person?

(2) Title: Mr / Mrs / Ms / Miss

Name:

Address:

Postcode:

Tel No:

Email address:

Occupation:

How do you know this person?

When did you last have contact with this person?

8. Support and health needs

Do you have any disabilities, health needs or extra support needs that we should be aware of when organising your volunteering?

Yes No

If yes, please give details to help us to plan your volunteering:

9. Emergency contact details

Please give details of someone we may contact in an emergency if needed:

Full name:

Address:

Tel No.(s) Day: Evening: Mobile:

How are you related to this person?

10. Declaration of Criminal Records and Disqualifications

As a children's charity, we have a duty to protect the children and young people with whom we work. The volunteer role you have applied for will impact on what information you are required to disclose under the Rehabilitation of Offenders Act 1974 and/or the Childcare Act 2006.

Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police ('spent' or 'unspent')?

Yes No

Are you disqualified from working with children or vulnerable/protected adults?

Yes No

Are you aware of any police enquiries following allegations made against you, which may have a bearing on your suitability for the role?

Yes No

If yes, please give details of all offences, penalties, and/or police enquiries and dates on a separate sheet of paper, in a sealed envelope, marked confidential, for the attention of the Volunteer Co-ordinator.

I understand that the relevant checks for the role I am applying for will be sought. Yes No

Are you registered with the DBS Update service? Yes No

11. Data protection

At Y.E.S we value your support and promise to respect your privacy. The data we gather and hold is managed in accordance with the Data Protection Act (1998). We will not disclose, or share, personal information supplied by you with any third party organisation without your consent. We would like to keep you informed about the vital work we do and of volunteering opportunities that may be of interest to you, however if you do not wish to receive this information please let us know by ticking this box.

12. Declaration

I understand and agree that data contained in this application form will be used for volunteer recruitment purposes and will be held on a computer database. I also agree to Y.E.S holding this form in paper format in a secure area.

I confirm that the information I have given is correct and complete and that any false statements or omissions may result in my services to be terminated.

Signed:..... Date (dd/mm/yyyy):

Print name:

Many thanks for taking the time to complete this form. Please return your completed form to:

Jeanne Steward

Y.E.S

52 Frogmoor

High Wycombe

Bucks

HP13 5DG

Please contact the following person for any queries regarding your application to become a volunteer:

Jeanne Steward

01494 437373

yeswycombe@hotmail.co.uk