



**Confidential
For Official Use Only**

**Date Received:
Interview Date:
Interview Time:**

**Buckinghamshire Youth Counselling Consortium
Volunteer Application Form**

Post Applied For:	Location:
Reference:	Where did you see this post advertised:

Please read carefully all instructions before completing this form. Please use block capitals throughout and a ball point pen or typescript, since it will be necessary to photocopy your application. Please complete in full. Do not submit a C.V. as an alternative to any part of the form. If this form is submitted by email a signed paper copy must also be sent.

Surname :	Mr / Mrs / Ms / Miss
Forename(s):	
Address in full :	
Home Telephone Number: Work Number: Email Address:	
If your application is successful, when could you start? Give period of notice if applicable:	

<p>(a) Please state the number of days you have been absent from work due to sickness in the past 12 months.</p> <p>(b) How many episodes of absence does this represent?</p>	<p>NOTE: A successful candidate will complete a health history form and may be asked to attend for a medical examination.</p>
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Schools	Examinations Taken – Results – Grades
University/College	Subjects Studies - Examinations Taken – Results (Hons/level attained)
College/Institute	Type of Training – Qualification(s) gained

EMPLOYMENT HISTORY (Include details of vacation and or voluntary work)

Please include all work history for the past 10 years, or where you do not have 10 years work history, please complete from the date you first started working after school, college or University (whichever applies). Any breaks must be accounted for and should be detailed on a separate sheet.

Name and Address of present (or most recent employer) and nature of business	Position held and grade if applicable	From Month / Year	To Month / Year	Reason for leaving
Names and addresses of previous employers and nature of business (starting with the most recent)	Post Held and grade if applicable	From Month / Year	To Month / Year	Reason for Leaving

Continue on a separate sheet if necessary.				

PERSONAL STATEMENT

(Please make full use of this section attaching additional sheets if necessary to provide further information in support of your application. Please be sure to include:

- (i) the reasons why you are applying for this volunteer role;**
- (ii) details of any relevant experience gained either at work or in a voluntary capacity; and**
- (iii) details of any relevant training/education you have.**

It is vital that all applicants, both internal and external, complete this section because we need as much information about you as possible in order to decide whether or not to invite you to interview.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the applicant to provide details or a statement.

Outside interests and activities. School and College leavers please include any positions of responsibility held:

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Information

<p>Do you have the legal right to work in the UK? (delete as applicable) * Please note that we will require to see original documentation to confirm your legal right to work in the UK prior to any offer of employment being made to you. If you are selected for interview you will be asked to bring the relevant and original documentation with you.</p> <p>Are you related to any Adviza/ Buckinghamshire Youth Counselling Consortium employee or to any member(s) of its committees or working groups? (Delete as applicable and if yes, please provide details)</p>	Yes/No
	Yes/No

<p>If you are successful in your application, will you have any other regular/part time paid work?</p>	YES/NO
<p>If yes, please state Employer: Nature of Work: Number of hours per week:</p>	

Criminal Convictions

<p>Have you ever been convicted of an offence by a criminal court, or is there any current action pending against you? In answering the above question you must disclose details of all convictions and cautions, including "spent" convictions.</p> <p>(Delete as applicable and if yes, please complete the attached questionnaire and return it in a separate sealed envelope marked with: Your name & position applied for, and the following: Disclosure information, Strictly confidential)</p>	Yes/No
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CRIMINAL RECORDS BUREAU – ENHANCED DISCLOSURE

Due to the nature of the roles within Adviza/ Buckinghamshire Youth Counselling Consortium, all successful applicants working directly with young people will be required to undergo an enhanced CRB disclosure. This is to confirm eligibility and suitability for a volunteer role working with young people. All information obtained will be held in the strictest confidence.

Do you hold a full and valid driving licence that entitles you to drive in the UK? (Delete as applicable)	Yes/No
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References – Please give the names, full postal address and telephone numbers of two referees (not relatives), one of which must be your current or most recent employer. No appointment will be offered without references which are satisfactory to Adviza/ Buckinghamshire Youth Counselling Consortium.

Name:	Name:
Role Title:	Role Title:
Relationship to you: e.g. Line Manager	Relationship to you: e.g. Line Manager
Company Name:	Company Name:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:
Fax:	Fax:
Dates employed: From: To:	Dates employed: From: To:
Do you consent to us contacting this referee prior to interview? Yes/No	Do you consent to us contacting this referee prior to interview? Yes/No

Providing any misleading or false information to support your application or canvassing members of Adviza/ Buckinghamshire Youth Counselling Consortium directly or indirectly for an interview will disqualify you from appointment or if appointed will render you liable to dismissal without notice.

DATA PROTECTION

Data Protection Act 1998: Adviza/ Buckinghamshire Youth Counselling Consortium will process information provided on this form for the purpose of personnel administration, including pay and pensions. It will only be disclosed to organisations that are under contract to process data in these areas.

DECLARATION

I declare that the information I have given is, to the best of my knowledge, true and correct and may be stored and used in accordance with Buckinghamshire Youth Counselling Consortium/ Adviza’s recruitment and selection procedures. I understand

that canvassing or giving false information will disqualify my application or, if discovered after appointment, may be grounds for dismissal.

Applicant's Signature:	Date:
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Adviza/ Buckinghamshire Youth Counselling Consortium is committed to being an Equal Opportunities employer, and will not tolerate harassment or unfair discrimination on the grounds of sex, marital status, race, colour, nationality, ethnic or national origin, disability, age, religion or sexual orientation.

Adviza/ Buckinghamshire Youth Counselling Consortium promotes and supports flexible working patterns to enable those working for us to balance home and work responsibilities, and we treat people fairly irrespective of their working patterns.

Please complete and return to:

Lisa Miller, Youth Enquiry Service, 52 Frogmoor, High Wycombe, Bucks, HP13 5DG.
Or email lisamiller@adviza.org.uk