**Independent Options**

**67 Chester Road, Hazel Grove, Stockport, SK7 5PE**

**Tel: 0161-456-6502 Fax: 0161-456-2922**

Email; sjarvis@independentoptions.org.uk

**VOLUNTEER APPLICATION FORM**

**PLEASE COMPLETE IN PRINT**

**PERSONAL INFORMATION**

First name(s)………………………………………..Surname…………………………….

Address…………………………….…………………………………………………..

…………………………………………………………Post Code………...................

Telephone………………………..………Mobile……….……..................................

Date of Birth……………… Email…………………………………………………..

Due to the requirements of the National Care Standards we do not take volunteers under the age of 18 years within the Short Breaks and Accommodation Services.

It is our company policy to encourage people with disabilities to apply to become volunteers. If you feel that you are disabled under the definitions of the Disability Discrimination Act then please give details of your disability below.

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………………………………………………………………………………………………

Please state where you heard about volunteering………………………………………………………………………………...

 **WORK EXPERIENCE**

What work experience you have had and have done any voluntary work before.

What is the best job you have ever had and why?

**EDUCATIONAL ACHIEVEMENTS**

What is your educational background?

Don’t just tell us about your qualifications but also about what you think of as your own personal educational achievements. This could be completing an NVQ, going back to college after a period of time, completing work related courses.

**Please include if you have valid first aid or food and hygiene or similar certificates**

Are you currently studying? Are you hoping to study in the future? Please include any vocational courses or specific courses that relate to hobbies or interests.

**SKILLS AND QUALITIES**

What skills can you bring to Independent Options? These can be practical skills such as DIY, gardening or cooking. It can also be more creative skills such as art, poetry, creative writing.

What personal qualities do you have that will assist you to communicate with other people?

Why do you want to volunteer? What do you hope to gain from this experience?

**INTERESTS AND HOBBIES**

Every one has at least one hobby or interest. It might be fishing, swimming, cinema, music, reading, cooking, walking, gardening and so on. Please tell us about your interests and hobbies, include any thing that you think is relevant.

**THIS IS ME…..**

Is there anything else you would like to tell us about yourself? It may help to ask a friend or family member to describe you, including your good as well as your bad points, after all we all have them!

**REFERENCES**

Finally , we need the name and address of two people who would be willing to provide you with a written personal reference. These people should know you well and must have known you for three years or more, they must not be related to you.

**Reference 1**

Name………………………………………………………………………………………..

Address……………………………………………………………………………………..

………………………………………………………………………………………………

……………………………………………Post Code……………………………………

Telephone number……………………………………………………………………………………

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How do you know this person……………………………………………………………………………………

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**Reference 2**

Name………………………………………………………………………………………..

Address……………………………………………………………………………………..

………………………………………………………………………………………………

……………………………………………….Post Code………………………………..

Telephone number…………………………………………………………………………..

How do you know this person……………………………………………………………………………………

**AND FINALLY………**

When you have completed the form please return it to:

Christine McPartland

Director of Human Resources

67 Chester Road

Hazel Grove

Stockport

SK7 5PE

Once we have received your completed application form we will invite you to attend an informal interview.

**DECLARATION OF INTEREST**

If you are related to any member of the Board of Trustees or Senior Employee of Independent Options please give details

………………………………………………………………………………………………

………………………………………………………………………………………………

**DECLARATION**

Please can you read and sign the declarations below:

I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I understand that if I am accepted as a volunteer I will be required to complete a confidential declaration in respect of my state of health.

Because of the sensitive nature of the duties I may be expected to undertake I understand that I will be required to complete an Enhanced Criminal Records Bureau Disclosure which will include details of any criminal convictions including spent convictions, cautions, reprimand, final warnings and checks against the Protection of Children and Vulnerable Adults registers.

Signed ……………………………………………………………Date……………………