

Guidelines for completing the volunteer application form 2009

Before completing the application form

Please ensure you have read all documents enclosed carefully before completing the application form. Please complete the application form clearly in **black ink** as the form will be photocopied for our files and for the event or holiday leader. Please complete the application form as it were the first time you were applying – even if you have applied in previous years!

Section 1: Contact details

Please complete all sections. It is important that you notify us of any changes in your contact details as we will need to make contact with you before, during and after the event or holiday. It is also important that the leader is able to contact you to talk about the holiday or event further.

Section 2: Volunteering preferences

This is where you can tell us about the volunteering opportunities you'd like to apply for.

If you would like to become a holiday volunteer, please take a look at the enclosed brochure before completing this section. We ask for 3 holiday choices, however we cannot guarantee one your choices and may offer an alternative or be placed on our waiting list.

If you're interested in volunteering at a day or weekend event, please take a look at the Calendar of Events before completing this section. Indicate all events that you are interested in volunteering. We'll be in contact with further details.

Sections 3: Tell us about yourself.....

Please give as much information as possible in this section. Ensure that you give us a complete 5 year history.

Section 4: Skills

It is important we know about people's skills so we can allocate appropriate people. If you offer to drive a minibus you must be aged over 21 and held your full driving licence for at least 3 years. You don't have to have any special qualifications to drive a minibus for us and if it's your first time – don't worry we'll support you!! We also look for qualified first aiders at each event to deal with any first aid matters arising. You won't be expected to manage medication though.

Section 5: Communication

It's important for us to know how you communicate. If you have any signing skills, please tell us to what level and how often you use them.

Section 6: More about you....

Please complete this section as fully as possible as it will ensure we can provide correct and adequate support during the holiday or event. Any information given will not prevent you from volunteering, so please be honest!

Section 7: Referees

Please give the contact details for two referees. Your referees must not be related to you or your partner and they must have known you for at **least one year**. One of your referees must know you in a **professional capacity** for example a work manager, college tutor, youth worker or scout leader. Your referees can be people you know either through paid or voluntary work. We will take up your references immediately. Please ensure you have notified your referees that Sense will be contacting them shortly.

If you volunteered for us in 2007 or 2008 you do not need to fill in this section.

Rehabilitation of Offenders Act

Sense volunteers are not entitled to withhold information about cautions or convictions. Therefore, please declare whether or not you have any cautions or convictions, and then **sign** and **date** the boxes at the bottom of this section.

Volunteer Equal Opportunities Monitoring Form

Sense is committed to finding out whether our services are reaching all sections of the community. Please complete this form. This will be detached from your application form when we receive it.

Check.....

- You have given choices for the holidays you wish to go on.
- Given a full 5 year history.
- Signed both the Rehabilitations of Offenders Act **and** the bottom of the form.

Guidelines for completing the CRB form

This list is to be only used as a checklist. Please refer to the CRB 'Applicant's Guide to Completing the CRB Application Form' included with this pack for a more definitive guide

Please see the list below and make sure all appropriate sections are filled in. Any errors will delay the processing of the form and your acceptance on a Sense event.

- Write in **Black** ink
- Use **CAPITAL** letters only
- Put only **one** letter in each box

- **Do not** use correction fluid or any stickers – if mistakes are made put a single line through them and write as closely to the intended box as possible
- **Do not** put a line through any section of the form or state a field is 'not applicable', if it is not relevant to the application then please leave it blank.
- **Do not** fill in sections E, F, G, X, Y or Z. - Do not put a line through these sections for write anything in them

Section A

Please complete **all** fields.

It is important that you put your current name and address and they match any identification documents you send us. (Completing your National Insurance Number is optional)

Section B

Please complete all fields

- Position applied for i.e VOLUNTEER
- Organisation name i.e SENSE
- Organisation address i.e SENSE, 101 PENTONVILLE ROAD, LONDON,
N1 9LG

Section C

Please complete fields that apply to you

It is important that your place of birth matches your identity documents and you fill in any previous names you may have had.

Section D - Previous address

Please be absolutely correct with this information and provide a **complete 5 year history, checking your dates very carefully. Your form will not be accepted if this part is incomplete or in accurate.** Use the continuation sheet provided if necessary.

Section E, F, G

DO NOT complete these sections.

Section H

Sign and date declaration in section **H** (line 68). The consent of applicant (line 69) does not need to be signed but you may do so

Identification

Please make sure you send us **at least 3** pieces of identification. **You must send originals.**

Please refer to the CRB booklet for more information ensuring that....

- Any bank/credit card/ store/bill statements are **less than 3 months old** and are from different organisations
- Previous CRB/Insurance/Council tax/ P45/P60 certificates **are less than 12 months old**
- Passports/Driving Licences are in date
- One document states your date of birth as recorded in section A
- One document states your current address as recorded in section A

We advise that you send all forms of ID to us special delivery only and not recorded delivery or by normal post

Please check and re check your form before sending it into us. We cannot accept you as a volunteer until we have received a correctly completed form.

If you have any queries about the application process or need support to complete the application forms, please contact the Voluntary Services Team on:

Post: Sense, 101 Pentonville Road, London, N1 9LG

Tel: 0845 127 0060

Fax: 0845 127 0061

Text: 0845 127 0062

If you are applying for a holiday please e mail - Holiday@sense.org.uk

If you are applying for an event please e mail - [Genevieve. Buckley@sense.org.uk](mailto:Genevieve.Buckley@sense.org.uk)

Do not send incomplete forms