VOLUNTARY ACTION

**APPLICATION FORM**

Please complete in black ink or type and return to Voluntary Action, FAO Chief Executive, marking your envelope ‘Application Form’.

|  |
| --- |
| POST APPLIED FOR:- Supported Volunteering Officer (22 hours per week) |

**EMPLOYMENT present / most recent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post Title** | **Full/Part Time** | | **Salary** | **Start Date:** |
| **Reasons for leaving** | | | | **Finish Date:** |
| **Full Name of Employer** | | **Address of Employer including postcode** | | |
| National Insurance Number | | **Period of notice required** | | |

**REFEREES**

**Please give the names and full addresses of two persons to whom reference can be made. One should be your present or most recent employer if possible. References will not be sought until after an offer of employment is verbally accepted by the candidate.**

|  |  |
| --- | --- |
| **Name**  **Position**  **Address**  **Tel No:**  **Email:** | **Name**  **Position**  **Address**  **Tel No:**  **Email:** |

**MAIN DUTIES AND RESPONSIBILITIES OF CURRENT POST OR MOST RECENT POST**

|  |
| --- |
|  |

**PREVIOUS EMPLOYMENT (Please list all previous employment, most recent first, including voluntary work)**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Employer and job title and salary (approx)** | 1. **main duties** 2. **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

##### OTHER RELEVANT EXPERIENCE

|  |
| --- |
| **Please describe any other relevant experience that you may have** |

**EDUCATION AND QUALIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** Month Year | **To** Month Year | **School/ University** | **Subjects taken** | **Level/**  **Grade** | **Year of Award** |
|  |  |  |  |  |  |

##### OTHER TRAINING

**Please give details of all relevant short training courses you have undertaken, academic or vocational**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title/content** | **Provided by** | **Duration** | **Date** |
|  |  |  |  |

**ADDITIONAL INFORMATION**

|  |
| --- |
| Please list relevant experience and any supporting information in relation to the person spec.. ***NOTE: please submit no more than two sides of an A4 sheet of paper.*** |

**If selected for interview, are there any special arrangements that you require to facilitate your attendance?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REHABILITATION OF OFFENDERS ACT 1974**

**A criminal record will not automatically exclude an applicant from being considered for this post so long as the offence(s) is not incompatible with the post. This post is exempt under the Rehabilitation of Offenders Act 1974 and you are required to disclose all convictions, even those which are spent. You are required to list below details of the offence(s) and sentence imposed including fines. You should be aware that information provided below will be checked at appointment. Failure to provide information or to disclose offences will lead to instant dismissal if your application for the post is successful.**

|  |
| --- |
| **Nature of Offence(s)** |
| **Date(s) of sentence(s)** |
| **Sentence(s) received** |
| **Please add any further information you might wish to give here** |

**As this post comes under the Child Protection Act you will be required to under go a police clearance check.**

***NB: Voluntary Action will treat all information given on this page with confidentiality.***

NB: This page will be detached from the application form

## STRICTLY PRIVATE AND CONFIDENTIAL

**EQUAL OPPORTUNITIES IN EMPLOYMENT MONITORING**

Voluntary Action Coventry is an Equal Opportunities employer. In order to comply with its requirements, we request any person who is applying for a post to complete this monitoring form.

Information given will be treated as strictly confidential and will be detached from your application on receipt. IT WILL NOT IN ANY WAY BE USED AS PART OF THE SHORTLISTING/INTERVIEWING PROCESS.

# PERSONAL DETAILS

|  |  |
| --- | --- |
| **SURNAME:** | **FORENAMES:** |
| **ADDRESS:**  **POST CODE:** | **CONTACT DETAILS:**  **TEL HOME:**  **MOBILE:**  **TEL: WORK:**  **EMAIL:** |

1. **Post applied for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Where did you hear of this vacancy** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3a. Are you registered as disabled? Yes\_\_\_\_\_ No \_\_\_\_\_**

**3b. Do you have a disability? Yes\_\_\_\_\_ No\_\_\_\_\_**

3c. Have you got any impairment which will impact upon your ability to carry out the duties of the post for which you have applied?

**If you have answered YES to question 3b or c above, please provide details below:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Gender: Male** 🞏 **Female** 🞏

**5. Sexual Orientation: Heterosexual** 🞏 **Gay Man** 🞏 **Gay Woman/Lesbian** 🞏 **Bisexual** 🞏 **Prefer not to state** 🞏

**Is your gender the same as the gender you were assigned at birth?**

**Yes** 🞏 **No** 🞏 **Prefer not to state** 🞏

**6. Have you served in the Armed Forces either regular or reserve? Yes/No**

**7. Date of Birth \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_** **Age \_\_\_\_\_\_\_\_\_\_\_\_\_**

**8. Marital status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. ETHNIC ORIGIN (NB: NOT Nationality or Place of Birth)**

1) Choose one section from a) to f)

2) Then select the box that describes your cultural or ethnic background.

3) If you select the last box within any category, please detail your ethnicity in the space provided.

|  |  |  |
| --- | --- | --- |
| **a) White**  🞏 British  🞏 Irish  🞏 Other  Please state | **b) Mixed**  🞏 White and Black Caribbean  🞏 White and Black African  🞏 White and Asian  🞏 Any other mixed background  Please state | **c) Asian**  🞏 Indian  🞏 Pakistani  🞏 Bangladeshi  🞏 Any other Asian background  Please state |
| **d) Black**  🞏 Caribbean  🞏 African  🞏 Other  Please state | **e) Chinese or other ethnic group**  🞏 Chinese  🞏 Other  Please state | **f) Prefer not to state ethnicity**  🞏 Prefer not to state ethnicity |

**10. Do you have permission to work within the United Kingdom? YES NO**

(Please note VAC will undertake checks to see if the applicant can legally work in the UK. You may be required to produce documentation to confirm this).

**DECLARATION**

To the best of my knowledge the information given on this form is correct. I understand that giving false information or canvassing will disqualify my application, or if discovered after appointment may be regarded as grounds for dismissal**.**

***Please note that if you have not heard from VAC within three weeks after the closing date, please assume your application has been unsuccessful.***

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return this application form marked private and confidential to:**

Bali Virk, Office & Personnel Manager

Voluntary Action Coventry (VAC)

27-29 Trinity Street, Coventry CV1 1FJ

Or alternatively please email to [b.virk@vacoventry.org.uk](mailto:b.virk@vacoventry.org.uk)

**By 10am Monday 1st April 2019**