**Application for Volunteering with The Welcome Organisation**

The Welcome Organisation believes in equal Opportunities for all. All appointments will be made on merit. Please complete this form fully outlining all experience you feel appropriate to the role being applied for within the Welcome Organisation. All information will be treated in confidence.

**CONFIDENTIAL**

**Title (delete as appropriate)**

|  |
| --- |
| Ms/Mr/Mrs/Miss/Dr |

**Surname**

|  |
| --- |
|  |

**Previous Surname (if applicable)**

|  |
| --- |
|  |

**Forenames (in full)**

|  |
| --- |
|  |

**Address (including postcode)**

|  |
| --- |
|  |

**Contact details**

|  |  |
| --- | --- |
| Day time:  | Evening: |
| Email: |
| Mobile no: |

**Next of Kin details:**

|  |
| --- |
| Name:Address:Postcode:Phone number: |

**Do you have a valid UK driving licence? YES NO**

Please state below which services you would be interested in and hours you can commit.

|  |  |
| --- | --- |
| Name of Service(s) |  |
| What days you can volunteer? |  |
| What times you can volunteer? |  |

**Reason for applying**

Please state why you would like to be a volunteer for The Welcome Organisation and what you hope to gain from the experience.

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**Skills, training & qualifications**

Please detail any skills, training or qualifications that you have which would be relevant to the role of Volunteer with The Welcome Organisation. Please continue on another sheet if necessary.

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**Experience**

Please give full details of any experience you have that is relevant to the role of Volunteer with The Welcome Organisation. Please continue on another sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer / Organisation** | **Dates (from-to)** | **Position & duties** | **Paid or voluntary** |
|  |  |  |  |
|  |  |  |  |
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**Referees**

Please provide the details of two people who may be asked for references regarding your suitability as a volunteer with the Welcome Organisation. Referees must not be a relative.

|  |  |
| --- | --- |
| Full name: | Full name: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| Capacity in which they know you: | Capacity in which they know you: |

**Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions Order 1979)**

Due to the nature of the work for which you are applying, this post is exempt from the provisions of The Rehabilitation of Offenders (NI) Order 1978 by virtue of the Rehabilitation of Offenders (Exceptions) (NI) Order 1979.

Applicants are therefore not entitled to withhold information about ‘convictions’ (or otherwise) which for other purposes are ‘spent’ under the above provisions. All information will be treated in accordance with our Confidentiality Policy. Please note that all offers of volunteering are subject to satisfactory Police Checks under the order of ACCESS NI.

**Have you ever been convicted, either as an adult or a juvenile, of a criminal offence, cautioned, reprimanded, bound over to keep the peace or given a final warning by the police, or do you have any court cases pending?**

Please answer Yes or No

|  |
| --- |
|  |

If yes please give details

|  |  |  |
| --- | --- | --- |
| **Date of offence** | **Nature of offence** | **Sentence/Court action** |
|  |  |  |

**Declaration**

I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be asked to leave my voluntary position at the Welcome Organisation.

**Signature…………………………………… Date……………………**

**Data protection**

Information given on this application form will be controlled under data protection legislation and treated as confidential. Any reports produced from our database will not include the names of volunteers

**Please return completed form to:** **Stephen@homelessbelfast.org**

**or post to:**

**Stephen Donnan**

**Volunteer Development Officer**

**Welcome Organisation**

**36 Townsend Street**

**Belfast**

**BT13 2ES**

**Telephone: 028 9024 0424 (select option 1)**