



PROJECT BILAL

BUILDING INDEPENDENT LEARNING AND LIFE SKILLS

VOLUNTEER APPLICATION FORM

1. PERSONAL DETAILS

Surname:

First Name(s):

Date of Birth (dd/mm/yyyy):

Gender: male/female

Title (Mr, Mrs, Miss, Ms etc):

Any other former Surnames:

Any other former Forenames:

Address:

Telephone Numbers:

Home:

Mobile:

Post Code:

Email address:

National Insurance Number:

2. CURRENT OR MOST RECENT EMPLOYMENT

Name of Employer:

Name and address of Employer:

Post Code:

Telephone Number:

Position Held:

Date Started:

Please give a brief description of the main duties of this post:

3. PREVIOUS EMPLOYMENT

Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment; training or education since leaving secondary education.

Name of school, employer or voluntary agency	Position Held	From (Month/Year)	To (Month/Year)	Reason for Leaving

We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied

4. EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview.

Institute/University/College/Secondary School	Qualifications and Grades Achieved	Date Awarded

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5. RIGHT TO WORK IN THE UK

Are you eligible to work in the UK?

Yes

No

Do you need a work permit to work in the UK?

Yes

No

If yes, please give the date your current work permit expires?

You will be required to present original and valid evidence of eligibility to work in the UK at your interview.

6. CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence (including Absolute Discharge) or been given a caution; Reprimand; warning or bind-over?

Yes

No

If yes, please attach details in a sealed envelope marked confidential with your name and post applied for on the front of the sealed envelope and hand this in with your application form or bring this with you to interview.

I will provide the information requested on the Disclosure and Barring Service (DBS) form to be sent to me if shortlisted and understand that the provisionally selected candidate for such posts will be required to apply for an enhanced DBS check.

Signed:

Date:

7. REFERENCES

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. We reserve the right to ask you for further referees or contact previous employers if necessary.

A) REFEREE DETAILS

Name:

Position in organisation:
(if applicable)

Relationship to Applicant:

Address:

Postcode:

Email:

Telephone Number:

B) REFEREE DETAILS

Name:

Position in organisation:
(if applicable)

Relationship to Applicant:

Address:

Post code:

Email:

Telephone Number:

8. DECLARATION

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the management shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made.

Signature:

Date:

Print Name:

GENERAL POINTS

- Please read each section carefully. You may find it helpful to do a rough draft first. This helps to avoid making mistakes and allows you to organise your application.
- CVs alone are not acceptable. You must complete the application form.
- Write in a concise, well organised and positive way. Make sure all sections are completed clearly and as fully as possible. Keep to the facts - you may have to justify any information you have given.
- Make sure your application relates to the person specification for the specific job that you are applying for.
- If you run out of space you may use additional pages.
- When you have finished your application re-read it and check for any errors or omissions.
- Make sure your application form is returned by the closing date.
- Keep a copy of your application. It will be useful to refer to for preparation if you are called for interview.

PERSONAL DETAILS

Please complete this section fully and clearly. This is the information we need to contact you and to assist with proof of identity.

CURRENT OR MOST RECENT EMPLOYMENT

Please state your employer's name, address and telephone number in full. Do not go into too much detail but list the main activities of the job.

PREVIOUS EMPLOYMENT

Please account for all time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Check that dates are correct and in the right order. Include voluntary work particularly if there have been times when you have not been in paid work.

EDUCATION AND QUALIFICATIONS

List the qualifications you possess including grades. There is no need to list failed exams. The person specification will say if the job requires any particular qualifications. If you are appointed we will need to see evidence of essential qualifications.

RIGHT TO WORK IN THE UK

Before an appointment is made, the management must ensure that you are legally entitled to work in the UK. You must state on the form whether or not you require a work permit to take up employment.

CRIMINAL CONVICTIONS

If the job/placement for which you are applying involves working with children or vulnerable adults, it will be exempt from the Rehabilitation of Offenders Act, 1974 and subject to a 'Disclosure and Barring Service' check at an enhanced level. This means you are NOT entitled to withhold information about convictions, cautions, reprimands and final warnings, which for other purposes would be regarded as spent.

Please ensure that you sign this section when you have completed it.

REFERENCES

No offer of appointment will be made until references, that are satisfactory to the management are received. Referees must be able to produce information about your suitability for the post.

You will need to provide the names of two referees. If you have been in employment, one referee should be your most recent employer and the second a previous employer, or other employer, where you worked with children, and provided by someone who can give information relevant to the job. If the employment was within a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.

References provided by relatives, friends or people with whom you live are not acceptable. Use someone who knows your capabilities and is aware of your potential.

References will only be taken up if you are shortlisted for the post you are applying for.

Please state on the form if we should not contact a referee prior to interview. Please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

It is advisable for you to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

DECLARATION

Please read your completed form carefully and check for any errors or omissions. False declaration or omission in support of your application may disqualify you from appointment. If you are appointed, and false declarations or omissions are subsequently discovered, this may lead to disciplinary or legal action against you or dismissal.

Please do not forget to sign your application form.