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|  |  |  | **For ACB use only:** |
| VOLUNTEERING APPLICATION FORM |  |  | Date received: |
|  |  |  | Appointed: Yes / No |
|  | | |  |
| ***Please write in block letters using black ink, or type*** | | | Role: |
|  | | | **CharityLog Number:** |

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: | First Names: | | Surname and Suffix, if any: | |
| Address: | | | | |
| Email: | | | | |
| Telephone (w): | | Telephone (h): | | Telephone (m): |

|  |
| --- |
| Volunteer role applied for: |

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| Where did you see this role advertised? |

**What skills, experience or qualifications do you have to carry out the role as advertised?**

**Why would you like to volunteer with us?**

Confidentiality

Age Concern recognises that any user has the right to expect that any information imparted by a person to Age Concern Birmingham, will be used for the purpose for which it is given, and should not be released to any other person or entity, inside or outside of the organisation, without the user’s consent.

The right to privacy is essential to ensure that the service user has trust and confidence in the organisation and is treated with respect and dignity. This same right to privacy extends to staff, volunteers, and Trustees of Age Concern Birmingham. The principle of confidentiality extends to any information about the internal affairs of Age Concern Birmingham, which should equally be adhered to by the Trustees, staff and volunteers.

## Diversity & Equality

As an employer Age Concern Birmingham accepts wholeheartedly the statutory requirements laid down in the Equality Act 2010. It is unlawful as an employer or an employee, to discriminate against or to treat an individual differently on the grounds of colour, race, ethnic origin, Gender Identity, marital status or sex.

We will ensure that no job applicant, staff member or volunteer receives less favourable treatment on any of these grounds.

Age Concern Birmingham has Confidentiality, Diversity & Equality procedures and policies that will be given to all volunteers during their introduction to the organisation.

## Additional Information (Required)

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| --- |
| Do you hold a current full, clean driving licence? **Yes / No**  Do you have a valid passport? **Yes / No** |
| **Are there any other facts, activities or connections which you feel might be raised in the future about your suitability to hold this appointment?** *(For instance, because they could be presented as a conflict of interest? These may include issues such as personal relationships or membership of organisations.)* |

The Offender Rehabilitation Act 2014

Age Concern Birmingham recognises that it has a duty to its clients and the wider community to take account of offences that may have a direct bearing on a candidate’s suitability to be a volunteer. The exemptions order of the above Act allows us to enquire into the criminal background of job applicants. You should list *all* criminal convictions, including any which may, in other circumstances, be considered spent. *This information will be treated confidentially.*

Have you ever been convicted of any criminal offence by a court of law? **Yes / No**

If yes, please complete the section below:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Place | Offence | Sentence |

References

|  |  |
| --- | --- |
| Please supply the names and addresses of two referees who have known you for a minimum of two years [family members and people who live with you are not accepted]. Preferably, one of the referees would be a professional [i.e. current or former employer], where appropriate. | |
| Name:  Company:  Address:  Email:  Telephone:  Job title: | Name:  Company:  Address:  Email:  Telephone:  Job title: |

Declaration

The information given on this application form is correct to the best of my knowledge and belief.

I understand that any false statement may be sufficient cause for rejection or, if appointed, dismissal.

I confirm that I have read and understood the statements on Confidentiality, Diversity & Equality and agree to abide by them. I also confirm that Age Concern Birmingham may contact the named referees.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return completed forms to: Volunteering, Age Concern Birmingham,

76 – 78, Boldmere Road, Sutton Coldfield, West Midlands. B73 5TJ

Or email to: [volunteer@ageconcernbirmingham.org.uk](file:///C:\Documents%20and%20Settings\dmccarthy\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\R4Z9U053\volunteer@ageconcernbirmingham.org.uk)