

**Application Form: Volunteer/Trustee**

Application From

**Volunteer role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Name6  House4    Description: \\gefserver\Photosymbols 3\lores_images\Taxi_Driver_ID.jpg | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postcode\_\_\_\_\_\_\_\_\_\_\_\_  Home phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  National Insurance number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Driving Licence: Yes/No If yes: Car or Motorbike (Please circle)  Do you have a D1 on your Driving Licence: Yes/No (Please circle) |

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| Description: \\gefserver\Photosymbols 3\lores_images\Place_Work_Place.jpg | **Voluntary Experience:**  What volunteering are you doing now?  What volunteering have you done? |

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| Role Title  Work you did | Description: \\gefserver\Photosymbols 3\lores_images\Cityscape1.jpgCompany Name | Dates |
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| How did you hear about this job?  What is your notice period where you work now?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| Description: \\gefserver\Photosymbols 3\lores_images\Place_College.jpg | **Education:**  What certificates do you have from educational settings and training courses? |

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| College/University/School  Description: \\gefserver\Photosymbols 3\lores_images\Classroom_White_Board.jpg | CertificateQualifications | Dates |
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| How did you hear about this role?  What is your notice period where you work now?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| Certificate  William-8 | **Why would you be good at this volunteer role**?  **Use the role description**  **Give specific examples from your previous roles in your answers.**  Please use more paper if necessary.  Qualifications / Certificates  Experience |

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| Computer-2 | Skills (including using computers)  Knowledge  Anything else? |

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|  | **Please put a tick when you are available to volunteer?** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |

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|  | Please tell us about things you like to do in your free time……  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | Do you have a disability? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If yes then tell us what we can do so you could have an interview? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * If you need support please let us know.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Do you know anyone who works, volunteers or is a trustee at KDC?  Yes / No (Please circle or highlight)  If yes, what is their name and how do you know them?  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How I know them: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | In the last three years have you had any disciplinary action?  Yes / No If ‘yes’ please tell us.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Arrest | Do you have any criminal convictions or cautions? \*  Yes / No If ‘yes’ please tell us. |
|  | Have you even been stopped from working with vulnerable adults? \*  Yes / No If ‘yes’ please tell us about it here. |
| UK | Do you have the right to work in the United Kingdom?  YES NO |

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|  | Do you have a Support Worker?  *If you are happy for us to phone, please tell us their: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Can we ask about* your skills – Yes / No | |
| Description: \\gefserver\Photosymbols 3\lores_images\Office_desk1.jpg  Please give us the names, addresses and phone numbers of 2 people who can tell us about you.  One of them must be your current or last employer.  We might contact them: | | |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Please read the statement below and sign the form only if you agree with it.**  Everything I have written in this form is true.  I understand that if anything I have written is not true, you won’t offer me the job/volunteer role.  If you find out later that something I said is untrue, I won’t be offered the job/volunteer role or I may be dismissed.  Please sign here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please return to KDC by post or by hand or email:  Address: KDC, 263a Tarbock Road, Huyton, L36 0SD  Email: johanne.ross@kdc.org.uk |
| \*Please give details on a separate sheet, this should include any spent convictions under Section 4 (2) of the Rehabilitation of Offenders Act 1974, if the job for which you are applying involves working with vulnerable adults, in which case both spent and unspent criminal convictions, cautions, bind overs and pending prosecutions must be declared. You may exclude spent convictions, if to the best of your knowledge you will not be working with or be working in close proximity to vulnerable adults.    The information supplied by applicants will be kept confidentially and in line with Data Protection Legislation |

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| **Application Form Guidelines**  Please contact us on 0151 480 4090, if you need help understanding this section.  1**. PERSONAL DETAILS**   * We do not accept CVs as they do not give us all the information we need. * Asylum and Immigration Act 2006 * We are required by law to ensure that anyone working for us is entitled to live and work in this country.   **References**   * KDC will take up two written professional references, which must not be from family members or personal friends: * If you are currently employed, one of the referees must be your current employer. * If you are unemployed, one of the referees must be your most recent employer. * If you are at school or college or have recently left, please give the name of your teacher or lecturer.   **2. EDUCATION**  Qualifications that are strictly required for the post will need to be evidenced by the candidate by producing the original certificate of achievement. It is not necessary to list every exam taken. Just write the total number of GCSEs/A levels. If necessary please use continuation sheets.  **3. PRESENT AND PREVIOUS EMPLOYMENT**  You should include details of your current or most recent employment, giving the main duties and responsibilities of your post, why you left your previous position (we are required by the Care Quality Commission to know this about our staff and therefore we will only shortlist applicants who have provided this information) and any gaps in your employment history. Please give the value of your other benefits if applicable, e.g. leased car or private healthcare.  **4. SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE**  You must be able to demonstrate that you can satisfy the essential criteria on the Person Specification. The person specification lists the skills, knowledge, qualifications and experience required.   * Use the criteria in the person specification as headings for your response. It will not be sufficient to duplicate what the person specification states – you should provide evidence. For example if it asks for ‘ability to: or commitment to:’ you will be required to give practical examples where appropriate of your ability, commitment, knowledge and experience by reference to your academic, professional, voluntary or personal life. * Consider any relevant experience you have acquired outside work such as community / voluntary / leisure interests. * Experience is not only gained through full time work but also through part time work, voluntary activities, college/school projects, job clubs etc.   Please continue on separate sheets if necessary, and label clearly. |



**EQUAL OPPORTUNITIES MONITORING**

KDC needs to find out whether our staff, people who use our services and volunteers are the same kind of people that live in our communities. We also need to report this information regularly to the Board of Trustees. Nobody will know who has given information – this is private to you.

**All we need to know is - are you a: member of staff / volunteer /someone who uses the services**

**Please only fill in information that you want to fill in.**

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| **What is your gender?**  **Please circle which one you are** | **Female** | | Transgender | |
| **Male** | |
| **Sexuality**  **Are you attracted to (or fancy) men or women (or maybe both) – please tick in the box** | 2007-04-06**Bisexual** | | **Gay** | |
| **Lesbian** | | **Heterosexual** | |
|  | **Do not know** |  | **Prefer not to say** |  |
| **Language**language-courses-abrod_secr | English is my first language? ………………………….  (If not English)  My first language is? …………………………………… | | | |

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| **Religion**  World_Religion2**Please circle which one you feel you are** | cross2Christian | 20229375**Hindu** | s4**Sikh** | none%2520flowers |
| 358339483_9b44ae13a6_m**Buddhist** | star-d1**Jewish** | crescent-200**Muslim** | questionmark**Other** |

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| **Age**   **How old are you?** | | | | |
| **Ethnic Origin**    **Where do you think you or your family come from?**  **Please tick.** | **Chinese** |  | |  |
|  |  | |  |
| **Black or Black British** | Caribbean | |  |
|  | African | |  |
|  | Other Black background | |  |
|  |  | |  |
| **Asian or Asian British** | Indian | |  |
|  | Pakistan | |  |
|  | Bangladeshi | |  |
|  | Other Asian background | |  |
|  |  | |  |
| **Mixed** | Black/White Caribbean | |  |
|  | Black/White African | |  |
|  | White/Asian | |  |
|  | Other Mixed Parentage | |  |
|  |  | |  |
| **White** | British | |  |
|  | Irish | |  |
|  | Other White background | |  |
|  |  | |  |
| **Other ethnic group**  Which one …………………… | | | |
|  | | | | |
| tick_and_cross**Do you think you have a disability?**  Please tick | | | **Yes No** | |
| **If you have ticked the ‘yes’ box above is your disability:**  Physical / Mental Health / Sensory / Learning Difficulty (please circle)  adagu1 questionmark | | | | |

**Thank you for your help.**

**The information will be kept confidentially and in line with Data Protection Legislation and will only be used for monitoring our business processes and will not be viewed by recruiting managers.**