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| **Confidential – Volunteer Application form** |
| The information requested in this form is collected to administer your application and ascertain your suitability for the role you are interested in. If successful, this information will form part of your volunteer file. **Name:** **Email address: Phone Number:** **Volunteer role (s) interested in:** **First choice: If first choice not available, 2nd choice:**  |

**1. How did you first find about volunteering at CAT?**

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**ELIGIBILITY**

Under the Immigration, Asylum and Nationality Act 2006, it is an offence to employ a person aged over 16 who is subject to immigration control, unless that person has current and valid permission to be in the UK and that permission does not prevent him or her from undertaking the work in question.

You will be required to provide valid specified original documents which establish that you are permitted to do the work we are offering and any offer of volunteering will be subject to proof of eligibility to work in the UK.

**Are you eligible to work in the United Kingdom?** Yes [ ]  No [ ]

2. EMPLOYMENT HISTORY - Present employer (or last employer, if not currently employed)

|  |  |
| --- | --- |
| Name and address of current employer |  |
| Job title |  |
| Start date |  | Leaving date |  |
| Reason for leaving |  | Notice period |  |

|  |
| --- |
| Please give a brief description of the duties and responsibilities |
|  |

**3. Relevant job experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of employer | From-To(mm/yy) | Position Held | Brief description of main duties | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |

**4. Previous voluntary experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Where did you volunteer | From-To(mm/yy) | Role | Brief description of main duties |
|  |  |  |  |
|  |  |  |  |

**5. Education; Please list qualifications from School, College, University or other institute *(most recent first)***

|  |  |  |  |
| --- | --- | --- | --- |
| From-To(mm/yy) | Qualification/ course title | Subject  | Grade |
|  |  |  |  |
|  |  |  |  |

1. **Please have a look at the role description and referring to this, tell us a bit about you and why you are interested in the particular volunteer role (s), any knowledge/skills you may have relevant to that area and what you could give to the role.**

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| --- |
| The reasons I’m interested in this role in particular:Particular knowledge, skills, experience you could bring to the role:What you hope to achieve: |

**7. Criminal convictions**

**7a) Have you ever been convicted of an offence that is not ‘spent’ under the Rehabilitation of Offenders Act 1974?** *If ‘Yes’ please provide details separately in a sealed envelope.*

 No [ ]  Yes [ ]

**7b) Do you have any prosecutions pending against you?**  *If ‘Yes’ please provide details separately in a sealed envelope.*

 No [ ]  Yes [ ]

**7c)** **Applicants for such posts are required to declare all criminal convictions, spent or unspent.**  If this applies to you, please provide details separately in a sealed envelope to HR marked private & confidential for attention of HR Officer only’.

**8. References**

Any appointment is subject to references. Please specify two people willing to provide a reference for you. Ideally this should be your manager from your present or most recent employment. If you are providing a referee’s personal (as opposed to professional) contact details, please ensure you have the referee’s permission to share their personal information for this purpose. References will not be taken up unless offered the placement.

|  |  |
| --- | --- |
| **First referee details**  | **Second referee details** |
| Referees Full Name:  | Referees Full Name:  |
| Relationship to you:  | Relationship to you:  |
| Employer name & address: | Employer name & address: |
| E-mail address: | E-mail address:  |
| Work Tel No: | Mobile No. | Work Tel No: | Mobile No. |

**9. Declaration**

I certify that to the best of my knowledge the information given on this form is correct and that I understand that all volunteer placements are voluntary and self-funding.

 Signature: ……………………………………………... Date:………………………………….

Thank you for taking the time to complete your application and your interest in volunteering at CAT. Please complete the final page – Equality and Diversity monitoring continued over…. Thank you.

**Equality & Diversity monitoring – Volunteer role applied for:**

 **The Centre for Alternative Technology** wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality, diversity and inclusion.

The organisation needs your help and co-operation to enable it to do this. We hope you will help us by completing this form, but please be aware that completing the form is entirely voluntary.

This information will be detached from your application, kept securely and confidentially and will not be provided to the selection panel.

**Gender**

Man 🗆 Woman 🗆 Intersex 🗆 Non-binary 🗆 Prefer not to say 🗆

If you prefer to use your own term, please specify here ………………………………………………………………...

**Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆

**Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆

50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please specify here:…………………………………………………………………………..

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆

Any other mixed background, please specify here:………………………………………………………………………….

 ***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆

Prefer not to say 🗆

Any other Asian background, please specify here:……………………………………………………………….....

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please specify here:…………………………………………..

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆

Any other ethnic group, please specify here:………………………………………………………………………….

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual 🗆 Gay 🗆 Lesbian 🗆 Bisexual 🗆

Prefer not to say 🗆

If you prefer to use your own term, please specify here:……………………………………………….….

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆

Jewish 🗆 Muslim 🗆 Sikh 🗆 Prefer not to say 🗆

If other religion or belief, please specify here:………………………………………………………………….

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over)  Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 

**Welsh language:**

**Speak Welsh** 🗆 **Understand Welsh** 🗆 **Actively learning Welsh** 🗆