

## VOLUNTEER APPLICATION FORM

**CONFIDENTIAL TO RDC**

Please complete and return this form to 213 Yorkshire Street, Rochdale, OL12 0DS

<b>Name</b>			
<b>Address</b>		<b>Address for correspondence (if different)</b>	
<b>Postcode</b>			
<b>E-mail Address</b>			
<b>Phone</b>	<b>Daytime</b>	<b>Evening</b>	
<b>Mobile</b>			
<b>Volunteering role applied for</b>			
<b>Where did you hear about this RDC volunteering opportunity?</b>			
<b>Do you have any access requirements? (e.g. large print, wheelchair access)</b>			
<b>Do you speak any languages apart from English (please list)?</b>			
<b>Are you normally available in:</b>	<b>The daytime</b> <input type="checkbox"/>	<b>The evening</b> <input type="checkbox"/>	<b>The weekend</b> <input type="checkbox"/>
<b>How did you find out about volunteering at RDC?</b>			
<b>DRIVING</b>			
<b>Do you hold a current full driving licence?</b>	<b>YES</b>	<b>NO</b>	
<b>Would you be prepared to use your car?</b>	<b>YES</b>	<b>NO</b>	

**WHAT YOU HAVE TO OFFER**

Please write down what you feel you can offer the project. (Skills)

**Skills, hobbies and interests**

- Experience – What work you have done, whether paid or voluntary?

- Qualifications/training

Do you have any formal qualifications, e.g. teaching, typing or completed any training?

- Is there anything else you would like to tell us?

**Please add any further information including any specific skills that you have that match the volunteer role description.**

### Special support needs

Are there any tasks or activities you would like to avoid for health reasons when volunteering?

Have you any illness, or do you take any medication, that we should be aware of, e.g. for epilepsy or asthma? *(We ask this question to ensure we know about any support needs you may have when you start volunteering with us and to ensure your safety)*

Do you have any allergies?      If yes, please list below

If you feel you need any special support to become a volunteer please tell us about it here.

### Criminal Records (Rehabilitation of Offenders Act 1974)

We need to ask you about any unspent convictions as part of our duty of care. A criminal conviction will not necessarily prevent you from becoming a volunteer; the decision will depend on the type of offence and its relevance to the volunteering role. Some roles will also require full criminal record checks.

If you do have any unspent convictions please include details in a sealed envelope. If you would like to discuss any convictions you may have, please contact the person named in the covering letter. All information will be dealt with according to Family Action's Confidentiality Policy.

### References

We need to write to two different people who have known you for at least 2 years and can tell us whether they think you would be a suitable volunteer. Here is a list of people you could ask:

▪ Employer	▪ Religious Leader
▪ Volunteer Co-ordinator	▪ Landlady/Landlord
▪ Teacher/Lecturer/Tutor	▪ Accountant/Lawyer
▪ Social/Community Worker	▪ Doctor/Health Worker

If you cannot think of anyone please contact us so we can help you.



**Please tell us who to contact for your references:**

**Please note: we will not contact these people until after your interview.**

<p><b>1) Name:</b></p> <p>How do you know this person?</p> <p>How long for? Address</p> <p>Postcode</p> <p>Daytime telephone number: Email -</p>	<p><b>2) Name:</b></p> <p>How do you know this person?</p> <p>How long for? Address</p> <p>Postcode</p> <p>Daytime telephone number: Email -</p>
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**Keeping your details confidential**

We need to keep the information you give us in this form. We will not share the information with anyone else without getting your permission first.

By ticking this box you are permitting us to store this information on file

**I confirm that I have completed this application form truthfully:**

Signed

Date

If you would like to find out more about RDC please log onto our website <https://www.rochdaledawah.co.uk> or give us a call. Once we have received your form, we will write to you to invite you to attend a volunteer interview.

<p>For office purposes only</p> <p>Received:</p> <p>Interview date:</p> <p>Interview confirmed:</p> <p>Induction training letter:</p> <p>Attendance confirmed:</p>
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**Equal Opportunities Monitoring Information**

RDC positively welcomes employment applications from all sections of the community and is committed to being an equal opportunities organisation.

We ask you to provide us with as much of this information as you feel comfortable giving.

The information provided below will be separated from your application before shortlisting and will be used for monitoring purposes only. It will not influence the selection process.

**First name (s)**  
**Surname or family name**  
**Volunteer Position applied for**  
**Date of birth (DD/MM/YYYY)**

**Age Group**

16-24     25-34     35-44     45-54     55-64     65 +     Do not wish to state

**Gender**

Male     Female

Do not wish to state

**Do you have a disability?**

Yes

No

Do not wish to state

*Please specify if you wish*

**What is your ethnic group?**

**White**

British

Irish

Any other white background  
*Please specify*

**Mixed**

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background  
*Please specify*

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background  
*Please specify*

**Black or Black British**

Caribbean

African

Any other Black background  
*Please specify*

**Chinese**

Chinese

**Other Ethnic Group**

*Please specify*

**Do not wish to state**

**What is your religion or belief?**

None

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Any other religion or belief *Please specify*

Do not wish to state

**Sexual Orientation**

Bisexual

Heterosexual

Lesbian/gay

Do not wish to state