**VOLUNTEER APPLICATION FORM  
Please complete using black ink or online.**

**Position Applied for:**

Community Volunteer  Centre Volunteer

\*If Centre Volunteer, please tick which **locations** you are applying to volunteer at.

Norwich and South Norfolk  Great Yarmouth and Waveney

West Norfolk and Breckland  North Norfolk and Broadland

**Personal Details (in block capital please)**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Surname:** | **First Name (s):** |
| **Address:** | | **Mobile Number:** |
| **Home Telephone Number:** |
| **Email:** |
| **Postcode:** | |  |
| **Person to contact in case of Emergency:** | | **Emergency Contact Telephone Number:** |

Please tell us about any specific needs you would like us to take into account, either at the interview or if we offer you a volunteer role, e.g. disability, mobility, health conditions.

**This information will be treated as strictly confidential.**

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**Please tick to indicate when you are most likely to be available to volunteer:** Please give as many alternatives as possible. Flexible times can be arranged.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **AM** |  |  |  |  |  |  |  |
| **PM** |  |  |  |  |  |  |  |

**Experience/tell us a little about yourself:**

What skills and experience can you bring to Headway? Previous employment, voluntary work, training, relevant personal experience, interest (brief details please):

**Volunteering:**

What do you want to achieve through being a volunteer with Norfolk and Waveney Headway? What do you hope to gain from your experience?

**References:**Please give us the names and addresses of **two** people who can be asked to provide a character reference (these must **not** be family members). References will not be taken up until after interview.

|  |  |  |
| --- | --- | --- |
| **Name:** |  | **Name:** |
| **Address:** |  | **Address:** |
| **Telephone No:** |  | **Telephone No:** |
| **Email Address:** |  | **Email Address:** |

**Thank you for your interest. Please note that we require two satisfactory references before you start as a volunteer and we cannot always guarantee a role. Some volunteering roles will be subject to a satisfactory DBS check.**

**Rehabilitation of Offenders Act 1974**

The position for which you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions, whether spent or not, should be disclosed on this form. Applicants should be assured that the information they give will be kept confidential. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

Have you ever been convicted or cautioned of a criminal offence? **Yes No**

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? **Yes No**

If yes to either of the above, please give details of offence (s) and sentence on a separate sheet, enclosed in an envelope marked ‘Confidential’ and addressed to the Chairperson.

**Entitlement to work or volunteer**

If you are from outside the EU / EEA, it’s important you check you are permitted

**Entitlement to work or volunteer**

If you are from outside the EU / EEA, it’s important you check you are permitted to volunteer or carry out ‘unpaid work’ in addition to your main reason for entering the country, to avoid jeopardising your visa status.

If you cannot find the answer clearly on your immigration documentation, contact the UK Visas and immigration website <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

**I declare that the above information is correct:**

Name……………………………………………………………………Date………….…………………………

Signed…………………………………………………………….  
  
**Please return your completed application to:**

Email: [contact@headway-nw.org.uk](mailto:contact@headway-nw.org.uk)

**or by post to;**

Headway Norfolk & Waveney

Floor 2, 4 Woolgate Court

St Benedict’s Street

Norwich

NR2 4AP.