

## Volunteer Application Form

Thank you for showing an interest in QAC.

All QAC Volunteers will be trained and supported by us. Communication support for your volunteer role will be provided when needed. We will make sure that we meet your volunteering needs and that QAC policies and procedures protect you.

We are sure that should you be successful in securing a volunteer role, you will find your time with QAC satisfying.

The QAC takes very seriously its responsibilities for the safety and welfare of its service users, its volunteers and the organisation as a whole.

QAC employment and volunteer posts are exempt from the terms of the Rehabilitation of Offenders Act 1974, and as such you are required to disclose all criminal convictions, including those which are 'spent'.

### **Your Details**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone/ Textphone: \_\_\_\_\_

Email: \_\_\_\_\_

Please therefore complete the following declaration:

**Have you ever been cautioned, reprimanded or convicted for any criminal offence?**

Yes

No

If the answer is yes, please give full details-

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Consideration for volunteer roles will be subject to receipt of a satisfactory criminal records check and POVA/POCA check with the Criminal Records Bureau before the appointment is confirmed. This check will request details of cautions, reprimands or final warning, as well as convictions.

**Personal profile**

Please tell us as much as you can. This will help us find you the right volunteer role.

**What has attracted you to the idea of volunteering with the QAC?**

(Tick as many boxes below as you want)

Personal and professional development

Helping people

Employee volunteering

Social opportunities

Other – please specify

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**Do you have any skills/experience that you would particularly like to use at QAC?**

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**What days are you regularly able to help? [Please tick]**

	Morning	Afternoon	Evening
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**What areas of work are you interested in? [eg teaching, care, escort, transport etc]**

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**Do you hold a current clean driving licence?**

Yes  No

**Next of kin details:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Health & Safety Requirements**

Please advise us of any medical conditions which will allow us to act promptly in case of an emergency.

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**Please give details of two referees.**

Please note – referees can be employers or college tutors (for example) but should not be a relative. You need to have known them for over 12 months.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Postcode: \_\_\_\_\_

Telephone/ Textphone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone/ Textphone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Important**

Because of the vulnerability of some of the College's clients, a full CRB Disclosure will be required prior to you undertaking any volunteer work. Can you please therefore complete the following declaration in the interim?

Do you hold any current criminal convictions you wish to disclose?

Yes

No

If you are not a member of the European Community, do you require a work permit?  
Please not – individuals need a work permit or student visa to volunteer and cannot do any type of work, including voluntary work, on a visiting visa.

Yes

No

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