

**Hearts & Hands Job Application Form (Volunteer)**

**NOTE:** You must be 16+ to volunteer with Hearts & Hands – Stafford

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| **Name:** |  |
| Address: |  |
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|  |
| Postcode: |  |
|  |
| **Home telephone number:** |  |
| **Mobile telephone number:** |  |
| **Email address:** |  |
| **National Insurance number:** |  |  |  |  |  |  |  |  |  |
| Date of Birth:  |  |  |  |

**Day(s) that you can work (Monday to Sunday)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Do you drive?** Yes/No  |  |  |  |  |  |
| **Do you have access to a vehicle?** Yes /No**What type of car do you have ?** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |  |  |  |  |

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| --- |
| **Education and qualifications** |
| **From** | **To** | **Name of school** | **Examinations taken** | **Grade achieved** |
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What experience or additional skills can you bring to the project? This could be work experience related, any recent training or education, hobbies or any personal experience. i.e. presenting, web design, graphic design, etc.

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| **Employment details** | **Dates Employed** | **Salary** | **Summary of duties and responsibilities** | **Reason** **for leaving** |

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| --- | --- | --- | --- | --- |
| **Organisation**: |  |  |  |  |
| **Job title**: |

|  |
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| **References** |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

|  |
| --- |
| **References** |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

**Declaration of Criminal Convictions**

Hearts & Hands takes its responsibilities for the safety and welfare of its customers, volunteers and the project very seriously. Criminal convictions will be taken into account only when a conviction is relevant. Declaring a conviction will not prevent you from volunteering at the project. Unless the nature of the work demands it, you will not be asked to disclose convictions that are ‘spent’ under Rehabilitation Offenders Act 1974.

However, there may become certain roles within the project which are exempt from the terms of the act and for these you will be required to disclose all criminal convictions including those which may be spent. Consideration for these roles will be subject to a satisfactory criminal records check with the Criminal Records Bureau before the appointment is confirmed and you will be notified of this in advance should your role be affected. This check will highlight any details of cautions, reprimands or final warning, as well as convictions.



|  |  |  |  |
| --- | --- | --- | --- |
| To your knowledge, do you currently hold any criminal conviction(s)? | No |  | Yes |

If you answered yes, please provide details. (This information will remain confidential)

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| --- | --- | --- | --- |
| Do you hold a The Disclosure and Barring Service DBS formally Criminal Records Bureau CRB check? | No |  | Yes |

If you answered yes, please provide details or copy. i.e. Organisation, date of check etc.

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**Emergency and Next Of Kin Information**

Name Relationship

Address Phone Number

**Data Protection**

The personal data provided on this form is to enable the project to process your application to volunteer. All data held is managed in accordance with our Data Protection Policy and the Act 1998. Your personal information will only be used for the purposes of the project and will not be shared with any third party.

**Applicant Declaration**

By signing below, I certify that all personal data provided is true and to the best of my knowledge and if for any reason my information changes I will notify Hearts & Hands at the earliest opportunity. I understand, as part of the volunteering team

Your Signature (electronic) :

Date

Please return via email to admin@heartshands.uk