



DEVELOPING A WORLD OF POSSIBILITIES

Application for Employment

Position applied for: Volunteer Coordinator

Personal Details

Title:(Mr/Mrs/Miss/Ms)

Surname:

Forename(s):

Address:

Postcode:

Telephone numbers:

Home:

Work:

Mobile:

Email:

Current British driving licence? Yes/No.
If no, please give details:

Details of any endorsements:

Employment History

Please complete in full using a separate sheet if necessary, starting with your current or most recent employment and give reasons for any gaps in employment)

Name & Address of employer	Job Title & Duties & Salary	Dates	Reason for leaving

Do you have membership of any professional institutions/societies? Yes/No
If yes, please give details:

Education

Please give details of educational achievements, starting with the most recent:

Institution (university, college, school)	Dates attended	Qualifications gained

Please give details of any other training you have received that you think would be relevant for this post:

References

Please provide details of two referees who can provide information relating to your competency and can confirm whether you have been the subject of any safeguarding concerns. One of whom must be your present or most recent employer. **We will require references to account for your previous 5 years of employment.**

If you are a student, please give an academic referee. As you are applying for a post, which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.

Please note an offer of employment will be conditional upon us receiving acceptable references.

1	Name	2	Name
	Position		Position
	Organisation		Organisation
	Address		Address
	Postcode		Postcode
	Tel no:		Tel no:
	Email:		Email:
	How does this person know you?		How does this person know you?
	May we approach the above person prior to the interview? Yes/No		May we approach the above person prior to the interview? Yes/No

What do you see as the key priorities of this role?

Please detail here your reasons for this application.

Your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experience meet the requirements of this role (as summarised in the person specification) including any community or voluntary work. Please continue on a separate sheet if necessary.

Please state any experience you have of addressing equal opportunities issues:

Do you have a health condition that would prevent you from carrying out this role?

If required can Talkback have access to your health records? Yes/No

Do you own or have access to a car for use during your employment? Yes/No

Where did you hear about this role?

Cautions, Rehabilitation and Criminal Records

Due to the nature of the work for which you are applying, this post is exempt from the provisions of Sec 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check/provide a PVG Scheme Record or Scheme Record Update. Any disclosure made by the Disclosure and Barring Service/Disclosure Scotland will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?
Yes/No If YES, please give details:

You must also provide details to let us know of any prosecutions pending against you:

Special Requirements

Because this position involves the care of children and/or vulnerable adults' employment is dependent on the following:

- 1) Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service/Disclosure Scotland or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update.
- 2) Such disclosure being acceptable to us.
- 3) Proof of identity- birth/marriage certificate (where appropriate) and passport (if available).
- 4) A minimum of two acceptable written references (to cover your last 5 years of employment).
- 5) Evidence of physical or mental suitability for your work.
- 6) Proof of right to work in the UK

Declaration

Please read this carefully before signing this application

1. I confirm that the above information is complete and correct and that any untrue or misleading information, including omissions, will give my employer the right to terminate any employment contract offered
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during my employment and up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application; I will apply to the Disclosure and Barring Service/Disclosure Scotland for a Disclosure and Barring certificate /PVG Scheme Record or Scheme Record Update. I understand that if I fail to do so or should the disclosure or reference not be acceptable, any offer of employment may be withdrawn, or my employment terminated
4. I agree that, should my application be unsuccessful, Talkback will retain my application form for a period of 6 months, in accordance with the Data Protection Act.

Signed: Date:

Please print name:

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Having read the Job Description and Person Specification for this role I believe that I am a suitable candidate and fulfil the requirements for the role of

Please keep a copy and email your completed application/equal opportunities monitoring form to: helen.black@talkback-uk.com

Alternatively, you can post a hard copy, along with the correct postage to:

Recruitment
Talkback
Amersham Community Centre
Chiltern Ave
Amersham
Bucks
HP6 5AH

Talkback Policy Statement on the Recruitment of Ex-offenders

1. As an organisation using the Disclosure and Barring Service/Disclosure Scotland to assist in assessing applicant's suitability for positions of trust, the organisation complies fully with the relevant Code of Practice (a copy of which is available on request) and undertakes to treat all applicants for all posts fairly. The organisation will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
2. We actively promote equality of opportunity for all and we select all candidates for interview on the basis of their talent, skills, qualifications and experience. We welcome applications from a wide range of candidates including those with criminal records.
3. Any disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.
4. Where disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.
5. Unless the nature of the position allows the organisation to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders legislation.
6. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
7. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.
8. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
9. Having a criminal record will not necessarily bar an applicant from working for us. This will depend on the nature of the position and the circumstances and background of the offences.

Equal Opportunities Monitoring Form

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, religion or belief, sex or sexual orientation, marriage and civil partnership, pregnancy or maternity, gender reassignment, age or disability.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information: -

Gender Male ___Female___ Prefer not to say___

What age group do you belong to?

18-25 ___25-35 ___35-45 ___45-55 ___over 55 ___Prefer not to say___

Do you consider that you have a disability? Yes ___No ___Prefer not to say___

Do you have a disability as defined by the Disability Discrimination Act?

Yes ___No ___I don't know ___Prefer not to say___

How would you describe your nationality?

British ___English ___Scottish ___Welsh ___Irish ___Other (please describe) _____

How would you describe your ethnic origin?

White/Mixed___White ___White and Black Caribbean ___White and Black African ___

White and Asian___

Any other Mixed background (please describe) _____

Asian ___Indian ___Pakistani ___Bangladeshi___

Any other Asian background (please describe) _____

Black

Caribbean ___African___

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Any other Black background (please describe) _____

Chinese

Chinese___

Any other ethnic group/background, please describe _____

Prefer not to say___

Thank you for your help.

Name_____ Signed_____ Date_____