

# vapplication

## Application for the post of Part-Time Volunteer Coordinator, Hull

Section 1 - Personal Details			
Family name	First name	Other names	
Present Address		Permanent address (if different)	
Email address	Daytime telephone number	Evening telephone number	
Section 2 – Education & Training (college, technical education and professional training)			
Dates attended (From and to)	Institution, city and country	Field of study / training	Degree, Diploma or certificate
Are you currently employed or in full-time education?		If YES, how much notice do you have to give?	

<b>YES / NO (Please circle)</b>	
<b>Section 3 – Work Experience</b> Please list only employment lasting 3 months or more. Please begin with present or most recent employer.	
<b>Employer:</b>  <b>Address:</b>  <b>Based at:</b>	<b>Job title:</b>  <b>Salary:</b>  <b>Dates of employment (month/year):</b>  <b>Reason for leaving:</b>
<b>Brief Job Description:</b>	
<b>Employer:</b>  <b>Address:</b>  <b>Based at:</b>	<b>Job title:</b>  <b>Salary:</b>  <b>Dates of employment (month/year):</b>  <b>Reason for leaving:</b>
<b>Brief Job Description:</b>	
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<p><b>Brief Job Description:</b></p>	

**Section 4 – Summary of skills and experience (Paid and/or Voluntary work experience)**

**Please summarise your experience, skills, knowledge and understanding, linking to the requirements of this job, as set out in the person specification.**

**Please use each of the person specification points as numbered (combining points as appropriate) and provide examples of how you meet our requirements.**

**Please continue on separate sheets if necessary**

**Section 5 – Further details**

Are you applying for this post on secondment?

YES / NO (Please circle)

If YES, please ensure that your current line manager is aware of and endorses this application.

From when are you available to take up this post?

How did you become aware of this post? (please select from the list below)

[www.guardian.co.uk/jobs](http://www.guardian.co.uk/jobs)  v website - [www.vinspired.com](http://www.vinspired.com)

The Guardian newspaper  Other source - please specify below:

Times Educational Supplement (TES)

**Section 6 – References**

Please provide names and contact details for 2 referees. References should be provided by previous employers, wherever possible. Relatives and partners are NOT acceptable as referees. Referees will not be contacted without your permission. We reserve the right to contact any of your previous employers.

**Referee 1**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel Number: \_\_\_\_\_  
How did you know him/her: \_\_\_\_\_

**Referee 2**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel Number: \_\_\_\_\_  
How did you know him/her: \_\_\_\_\_

**Section 7 – Disability**

Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration.

Are you applying under the ‘two ticks’ symbol?

YES / NO (Please circle)

If YES, please give details and indicate whether you would need any help or special equipment to enable you to carry out the duties outlined in the job description, to attend for interview, or to participate in the recruitment process for the post.

**Section 8 – Rehabilitation of Offenders**

v recognises the contribution that ex-offenders can make as employees and so welcomes applications

from them. The post for which you are applying is exempt from the provision of the Rehabilitation of Offenders Act (1974). When answering the following questions you must, therefore, disclose any criminal convictions, even those which may be considered 'spent' for other purposes. (Rehabilitation of Offenders Act (Exceptions) Order 1975).

Have you ever been found guilty of committing an offence or of having done the acts or made the omission with which you were charged in any proceedings brought by a local authority in relation to the care of a person under 18 years old?

YES / NO (Please Circle)

Have you ever been convicted of any offences under the 1958 Adoption Act as amended by the 1975 Children's Act?

YES / NO (Please Circle)

Have you ever been found guilty of violence, cruel, indecent or dishonest behaviour in any serious disciplinary proceedings?

YES/ NO (Please Circle)

Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with, young people or vulnerable adults?

YES / NO (Please circle)

If you have answered 'yes' to any of these questions please give full details, continuing on a separate sheet if necessary.

**Section 9 – Miscellaneous**

Absence due to illness (during the last 12 months)

Please list causes of illness	Number of days	How many periods

Are you required to have a UK work visa / permit?

YES / NO (Please circle)

If YES, do you have a valid visa / permit?

YES / NO (Please circle)

If YES, when does it expire?

Date: .....

**Section 10 – Signature**  
 The facts set out in this application form are, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_