

VOLUNTEER APPLICATION GUIDANCE NOTES

Before starting this application, please ensure you have all the information ready for the following questions. Once you start the application it must be fully completed and cannot be saved to be continued at a later time.

PERSONAL DETAILS

- Surname
- First name
- Postal address
- Email address
- Mobile contact number
- Home telephone (if applicable)
- Do you have the right to work in the UK?
- Do you require a work permit to work in the UK?

OPPORTUNITIES

- Select which volunteering opportunities you are applying for
- If you are not applying for a specific post, select which field you are interested in
- If you selected other, please specify

CURRENT OR LAST EMPLOYMENT

- Please give details of any previous work experience/employment history or alternatively upload this as a file

SECONDARY / COLLEGE / UNIVERSITY EDUCATION, TRAINING AND MEMBERSHIPS

- Please give details of all education history and qualifications obtained or alternatively, upload this as a file
- Please give details of other courses which you have attended in the last 5 years which you consider relevant to this opportunity or alternatively, upload this as a file
- If you are a member of any professional membership bodies, please give details

APPLICATION

- In your own words, tell us why you would like to apply for this opportunity?

REFERENCES

You are required to provide 2 references.

Your 1st referee must be your current or last employer – (if you have one). If you are an internal candidate then your 1st referee must be your current line manager. Please note that references are not accepted from relatives or friends. If you are a school/college leaver give the details of your Headteacher or Tutor.

- References must include full name, postal address, email, contact telephone number, position and relationship to the applicant

OTHER

- Where did you hear about our volunteering opportunities?
- Please state here whether you are related to any Governor or Senior Manager of the College. If yes, you should advise them of your application
- Do you have any business or other interests including membership or affiliation of any political or other organisation which would cause real or observed conflict with the duties and responsibilities of this job?
- Do you have sole use of a car?
- Give details of the driving licences you hold
- Do you have any endorsements or points on your licence?
- If yes, please give further details

CONVICTIONS

- Have you ever been convicted of a criminal offence?
- Have you ever been the subject of an investigation or enquiry by the police of local authority in relation to a child or children?
- If you have ticked yes to either of the questions regarding convictions, please provide details on a separate sheet

DISABILITY

- Do you identify as a disabled person?

DATA PROCESSING

- I agree that any offer of employment by UWC Atlantic is subject to satisfactory evidence of the right to work in the UK, verification of

identity and qualifications, satisfactory references and health questionnaire, and medical and police clearance (where appropriate).

DECLARATION

- I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking

EQUALITY MONITORING

- Please state your nationality
- Please state your ethnic origin
- Please state your sexual orientation
- Please state your gender
- What is your religious belief/non-belief?

DISABILITY (EQUALITY MONITORING)

- Do you consider yourself to have a disability according to the terms given in The Equality Act 2010?
- If yes, please select from the list
- If you selected other, please give further details