**Volunteer Application Form**

Community Foster Care is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service clearance at enhanced level. CVs will not be accepted, all applicants must complete an application form. Forms must be signed on submission or at interview.

|  |  |
| --- | --- |
| **Post Applied For:** |  |

**Personal Details** – please complete in black ink

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | | |
| Forenames: |  | | |
| Previous Name(s): |  | | |
| Address: |  | | |
| Tel No – Home: |  | Mobile: |  |
| Tel No – Work: |  | May we contact you at work? | YES / NO |
| Email Address: |  | | |
| National Insurance No. |  | | |
| Are you eligible to work in the UK YES/NO  If yes, please provide copies of relevant documents as specified in the government guidelines document | | | |

|  |  |
| --- | --- |
| Do you own a car? | YES / NO |
| Do you have a current driving licence? | YES / NO |
| Do you have any current endorsements? | YES / NO |
| If yes, please give details: | |
|  | |

**Education and Training**

**Secondary and Higher Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | School/College/  University | Examinations  Taken | Grades |
| From | To |
|  |  |  |  |  |

**Further Education and Relevant Training Body**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organising Body** | **Course Title** | **Accreditation and Grades** | **Duration** | **Dates** |
|  |  |  |  |  |

**Interests, Hobbies, Membership of Societies, etc** – please outline briefly:

|  |
| --- |
|  |

**Current Employment** (voluntary work is relevant)

|  |  |
| --- | --- |
| Employer’s Name: |  |
| Employer’s Address |  |
| Job Title |  |
| Date Commenced (month and year) |  |

Brief description of duties and responsibilities:

|  |  |
| --- | --- |
|  | |
| Earliest date on which you could take up appointment: |  |

Full Chronology, starting with the most recent. **Please account for all periods since leaving full time education** and continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Detail (ie Employer’s Name and Address/ Further Education/ breaks)** | **Post Held** | **From**  **Month Year** | **To**  **Month Year** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Detail (ie Employer’s Name and Address/ Further Education/ breaks)** | **Post Held** | **From**  **Month Year** | **To**  **Month Year** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Additional Information**

|  |
| --- |
| Please provide information relating to any gaps in employment including part time work, voluntary work, raising a family or education. |

**Supplementary Information**

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence, including fixed penalty motoring offences other than parking?  If ‘Yes’ please give details | YES / NO |
| Do you hold membership of a professional organisation?  If ‘Yes’ please state | YES / NO |

**References**

Please give the names of two referees who have agreed to give references and who have knowledge of your work and character one of which must be your previous or last employer:

If your current or most recent employment does/did not involve work with children but you have worked with children, young people and/or vulnerable adults in the past, then please provide a third references from the employer(s) with whom you most recently worked with children, young people and/or vulnerable adults.

Please note references must cover at least a five year period of employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Referee 1** | | | **Referee 2** | | |
| **Name** |  | | **Name** |  | |
| **Position** |  | | **Position** |  | |
| **Address** |  | | **Address** |  | |
| **Tel No.** |  | | **Tel No.** |  | |
| **Email Address:** |  | | **Email Address:** |  | |
| **How do you know this person?** | |  | **How do you know this person?** | |  |

**Relevant Experience**

Please use the space below (and additional sheets if necessary) to explain why you are applying for the post and how your work experience (whether paid or unpaid), your skills and personal qualities meet the requirements of the job.

|  |
| --- |
|  |

**Recruitment Policy:**

It is Community Foster Care’s policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not discriminate against any person because of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

I authorise the Company to obtain references to support this application once an offer has been made and accepted and release the Company and referees from any liabilities caused by giving and receiving information.

The statements made by me in this application are true to the best of my knowledge and belief. I understand that if any of the statements made are found to be untrue or misleading then Community Foster Care will be entitled to terminate my employment without notice.

Signature: Date:

Please return this application to:

[info@communityfostercare.co.uk](mailto:info@communityfostercare.co.uk)

or

Community Foster Care

Unit A Kingsholm Mews

76 Kingsholm Road,

Gloucester

GL1 3BD

**Please mark the envelope ‘confidential’**