**VOLUNTEER APPLICATION FORM**

**Section 1: About You**

|  |  |
| --- | --- |
| Full name |  |
|  |  |
| Address |  |
|  |  |  |  |
| Postcode |  | Date of birth |  |
|  |  |  |  |
| Home telephone |  | Mobile telephone |  |
|  |  |
| Email address |  |

|  |  |
| --- | --- |
| Current Occupation |  |
|  |  |
| Name and address of current employer |  |
|  |  |
| Would this voluntary work affect your current employment or benefits? For example, are you required to inform your current employer and / or would this placement affect your Universal Credit or any other benefits?  |
| Yes |  | No |  |
|  |  |
| If yes, please provide details |  |
|  |
| Do you have the right to work in the UK? |
| Yes |  | No |  |
|  |

**Section 2: The Post**

|  |  |
| --- | --- |
| What role are you applying for? |  |
|  |  |
| If not applying for a particular post, do you have an idea of what you would like to do at Future Projects? If yes, please provide details. |  |

**Section 3: Personal Statement**

If you are applying for a particular role, please refer to the role description to explain how your experience and abilities meet the requirements of the post. Please include your interests, hobbies, skills, education, any special qualifications you have and why you would like to volunteer for Future Projects.

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**Section 4: Your Availability**

Please tick the days and times when you are available to volunteer for Future Projects.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning |  |  |  |  |  |
| Afternoon |  |  |  |  |  |
| Evening |  |  |  |  |  |

**Section 5: References**

|  |  |
| --- | --- |
| Name of Professional Referee |  |
|  |  |  |
| How do you know this Referee? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email address |  | Telephone number |  |

|  |  |
| --- | --- |
| Name of Character Referee |  |
|  |  |  |
| How do you know this Referee? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email address |  | Telephone number |  |

**Section 6: Equal Opportunities**

Future Projects is committed to ensuring that volunteers are awarded placements on the basis of merit, regardless of ethnic origin, sex or disability, sexual orientation, race, colour, nationality (within current legislation) marital status, caring or parental responsibilities, ages or personal beliefs on matters such as religion and politics.

We will consider any reasonable adjustment which may assist a volunteer.

Do you consider yourself to have a disability as defined in the Equality Act 2010? (Please refer to the definitions below.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

If you selected yes, please complete the sections below.

**Definitions of disabilities as defined under the Equality Act 2010**

The Equality Act 2012 definition is "A person has a disability if that person has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities."

**Impairment**

A disability can arise from a wide range of impairments which can be: - sensory impairments, such as those affecting sight or hearing - impairments with fluctuating or recurring effects such as rheumatoid arthritis, myalgic encephalitis (ME) or chronic fatigue syndrome (CFS), fibromyalgia, depression and epilepsy - progressive, such as motor neurone disease, muscular dystrophy, forms of dementia and lupus (SLE) - organ specific, including respiratory conditions, such as asthma, and cardiovascular diseases, including thrombosis, stroke and heart disease - developmental, such as autistic spectrum disorders (ASD), dyslexia and dyspraxia - learning difficulties - mental health conditions and mental illnesses, such as depression, schizophrenia, eating disorders, bipolar affective disorders, obsessive compulsive disorders, as well as personality disorders and some self-harming behaviour - produced by injury to the body or brain.

**Substantial adverse effect**

A substantial effect is one that is greater than the effect that would be produced by the sort of physical or mental conditions experienced by many people that have only `minor' or `trivial' effects.

**Long-term**

This means an effect which lasted 12 months or more after the first occurrence, or if a recurrence happened or continued until more than 12 months after the first occurrence.

**Normal day-to-day activities** In general, day-to-day activities are things people do on a regular or daily basis, and examples include shopping, reading and writing, having a conversation or using the telephone, watching television, getting washed and dressed, preparing and eating food, carrying out household tasks, walking and travelling by various forms of transport, and taking part in social activities. To help us implement our equal opportunities policy effectively, please let us know if you would like us to provide any particular assistance, such as:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Car parking |  | Assistance in or out of a vehicle |  | Wheelchair access |
|  |  |  |  |  |  |
|  | Accessible toilet facilities |  | Special keyboard |  | Any other type of assistance |

If you selected any other type of assistance, please provide more information.

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If you have any other specific requirements, please provide further information here and we will try to make the necessary arrangements.

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**Section 7: General Data Protection Regulations 2018 – Recruitment and Selection**

**Privacy Policy**

At Future Projects we take your privacy seriously and will only use your personal information to administer your application. A copy of our Privacy Policy, which explains what personal data we collect from you and how we use it, is available on request. If you would like more information, please contact our Data Protection Officer by writing to Future Projects, 168b Motum Road, Norwich, NR5 8EG, 01603 250505.

**Section 8: Declaration**

I declare that to the best of my belief, the information submitted on this application form is accurate, true and complete. I understand that any false information or failure to disclose criminal convictions may result in the immediate discontinuance of my placement.

|  |  |
| --- | --- |
|  |  |
|  |  |
| Signature | Date |