VOLUNTEER APPLICATION FORM

Last updated: December 2018

Big Leaf Foundation relies on volunteers to deliver its projects. We are committed to ensuring that we recruit volunteers that are suitable for the role and that we follow safe recruitment practices. In order to achieve this:

* Shortlisting is based on application forms and not on provision of CVs.
* Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification.
* A minimum of two written references will be required for every applicant.
* DBS checks will be undertaken for all roles that involve direct contact with children and/or vulnerable adults

If you would like to volunteer with Big Leaf Foundation, please complete the form below and email it to [comms@bigleaffoundation.org.uk](mailto:comms@bigleaffoundation.org.uk)

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Email address |  |
| Phone number |  |
| Home address |  |
| Emergency contact  (name and relationship to you) |  |
| Emergency contact phone number |  |
| Volunteer role(s) applied for |  |
| When are you available to volunteer and for how long? |  |

**EDUCATION AND VOCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Institution | Dates | Course details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EMPLOYMENT AND/OR VOLUNTARY EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name | Position held | Dates | Main duties |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SKILLS & EXPERIENCE**

|  |
| --- |
| Please tell us about your skills and experience relevant to this role (you might want to refer to the person specification to help you structure this section): |
| Please tell us why you would like to volunteer for Big Leaf Foundation: |
| Please tell us what you hope to gain from volunteering with us? |

### REFEREE DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Please give details of two referees (academic or professional). Please note we cannot accept references from personal friends or family members. | | | |
| Referee name & relationship to you |  | Referee name & relationship to you |  |
| Address |  | Address |  |
| Email |  | Email |  |
| Phone number |  | Phone number |  |

|  |
| --- |
| I declare that the information I have given in this application is correct.  Signed:  Date: |

PROTECTING YOUR PRIVACY

Big Leaf Foundation will use the information you have provided to assess your application against our volunteer role profiles and (if shortlisted) to contact you to arrange a meeting.

We will never share your personal information with third parties unless we have your permission to do so or are required by law to do so. If you have given permission, we may share your personal information with a partner organisation specifically for the purposes of providing our services. For example, if you have consented to a DBS check for the purposes of volunteering with us, we will share your name and contact details with our partner, Voluntary Action Mid Surrey, in order to provide this service.

For more information explaining how we use your information, please see our Privacy Policy [www.bigleaffoundation.org.uk/privacy-policy](http://www.bigleaffoundation.org.uk/privacy-policy)