##### VOLUNTEER APPLICATION FORM

Brent Carers Centre

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: | First Name: | | | Last Name: | | |
| Address:  Post Code: | | | | | | |
| Tel: | | Mobile: | | | | Email: |
| Nationality: | | Gender: | | | | Age: |
| Qualifications: | | | | | | |
| IT Skills: | | | | | | |
| Previous work or volunteering experience: | | | | | | |
| I am/am not receiving job-seeker allowance and am currently seeking a volunteer placement for the following: | | | | | | |
| Day(s): | | | Hours/Times: | | | |
| Where did you hear about Brent Carers Centre? | | | | | | |
| Why would you like to volunteer for Brent Carers Centre? | | | | | | |
| Please confirm which volunteering position you are applying for with Brent Carers Centre. | | | | | | |
| Are there any factors that are stopping you from getting a job at the moment, if you are seeking one? Yes/ No  If so, please list them: | | | | | | |
| If we were able to offer you a volunteering placement is there any special equipment or assistance that you would need? | | | | | | |
| Have you ever been convicted of a criminal offence?  (*Under the Rehabilitation of Offenders Act 1974, you will not need to disclose convictions regarded as spent. However, if you wish to work with vulnerable groups, we will ask you to disclose all convictions relating to vulnerable groups under the Safeguarding Vulnerable Groups Act 2006.)* | | | | | | |
| Please provide the names and contact details of 2 referees that we can contact, if necessary. | | | | | | |
| REFEREE 1  Name: | | | REFEREE 2  Name: | | | |
| Address:  Post Code: | | | Address:  Post Code: | | | |
| Tel:  Email: | | | Tel:  Email: | | | |
| Please state how you know this person: | | | Please state how you know this person: | | | |
| *If successful, you will be required to undertake a Criminal Records Bureau (CRB) check.* | | | | | | |
| Signature: | | | | | Date | |
|  | | | | |  | |

Volunteer Skills Checklist

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel/Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| Please rate your skill or experience in each of the following areas. | None | Beginner | Intermediate | Advance |
| Accounts & Booking | 🞏 | 🞏 | 🞏 | 🞏 |
| Administration Work | 🞏 | 🞏 | 🞏 | 🞏 |
| Advice Giving, please state area of advice: | 🞏 | 🞏 | 🞏 | 🞏 |
| Answering phones & taking messages | 🞏 | 🞏 | 🞏 | 🞏 |
| Arts & Crafts Skills/Facilitation: Please State: | 🞏 | 🞏 | 🞏 | 🞏 |
| Baking | 🞏 | 🞏 | 🞏 | 🞏 |
| Business Management | 🞏 | 🞏 | 🞏 | 🞏 |
| Catering | 🞏 | 🞏 | 🞏 | 🞏 |
| Counselling | 🞏 | 🞏 | 🞏 | 🞏 |
| Database Management | 🞏 | 🞏 | 🞏 | 🞏 |
| Desktop publishing | 🞏 | 🞏 | 🞏 | 🞏 |
| Event Planning | 🞏 | 🞏 | 🞏 | 🞏 |
| Fundraising | 🞏 | 🞏 | 🞏 | 🞏 |
| Meeting & networking | 🞏 | 🞏 | 🞏 | 🞏 |
| Outreach Work | 🞏 | 🞏 | 🞏 | 🞏 |
| Policy Work | 🞏 | 🞏 | 🞏 | 🞏 |
| Project Management | 🞏 | 🞏 | 🞏 | 🞏 |
| Receptionist | 🞏 | 🞏 | 🞏 | 🞏 |
| Report Writing | 🞏 | 🞏 | 🞏 | 🞏 |
| Research & statistics | 🞏 | 🞏 | 🞏 | 🞏 |
| Research (Library & Internet) | 🞏 | 🞏 | 🞏 | 🞏 |
| Social media | 🞏 | 🞏 | 🞏 | 🞏 |
| Social Work - Adults | 🞏 | 🞏 | 🞏 | 🞏 |
| Social Work - Children & Young People | 🞏 | 🞏 | 🞏 | 🞏 |
| Spelling and Writing | 🞏 | 🞏 | 🞏 | 🞏 |
| Strategic Development | 🞏 | 🞏 | 🞏 | 🞏 |
| Training & Workshop facilitation, please state: | 🞏 | 🞏 | 🞏 | 🞏 |
| Typing and Computer skills | 🞏 | 🞏 | 🞏 | 🞏 |
| Website Management | 🞏 | 🞏 | 🞏 | 🞏 |
| Youth Work | 🞏 | 🞏 | 🞏 | 🞏 |

**Please describe any other skills you'd be willing to contribute:**

|  |
| --- |
|  |

| The following are general roles and activities within our organisation. Please indicate your interest level to be actively involved in each area. | | | |
| --- | --- | --- | --- |
|  | Not Interested | Interested | Very Interested |
| **Leadership (Chair/Deputy Chair)** | 1 | 2 | 3 |
| **Trustee Board Member** | 1 | 2 | 3 |
| **Treasurer &/or Bookkeeping/Accounting** | 1 | 2 | 3 |
| **Secretary &/or Minutes/Correspondence** | 1 | 2 | 3 |
| **Fundraising** | 1 | 2 | 3 |
| **Publications/Newsletter** | 1 | 2 | 3 |
| **Events** | 1 | 2 | 3 |
| **Special Projects/Committees** | 1 | 2 | 3 |
| **Public Relations/Promotion** | 1 | 2 | 3 |
| **Phone calling** | 1 | 2 | 3 |
| **Refreshments Serving** | 1 | 2 | 3 |
| **Office Admin** | 1 | 2 | 3 |
| **Advice & Supporting Carers** | 1 | 2 | 3 |
| **Information Stalls** | 1 | 2 | 3 |

**What days & times are you available?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Mornings 🞏 | Mornings 🞏 | Mornings 🞏 | Mornings 🞏 | Mornings 🞏 | Mornings 🞏 |
| Afternoons 🞏 | Afternoons 🞏 | Afternoons 🞏 | Afternoons 🞏 | Afternoons 🞏 | Afternoons 🞏 |
| All Day 🞏 | All Day 🞏 | All Day 🞏 | All Day 🞏 | All Day 🞏 | All Day 🞏 |