### Logo December 2018 colour

### VOLUNTEER APPLICATION FORM

Thank you for your interest in volunteering at DOST Centre for Young Refugees and Migrants.

Please complete the form below and return to Marian Spiers.

If you have the skills and experience required and we are in need of volunteers at the time you apply, you will be invited in to meet and to attend a Youth Session to see how you get on.

If you would like more information, please contact marian@dostcentre.co.uk or call 07852855711

**CONFIDENTIAL**

Please complete this form electronically and email to [marian@dostcentre.co.uk](mailto:marian@dostcentre.co.uk) or post to:

Marian Spiers

Youth Work Programme Manager

DOST Centre for Young Refugees and Migrants

Newham Leisure Centre

281 Prince Regent Lane, London E13 8SD

|  |  |
| --- | --- |
| Position applied for | **Youth Programme Volunteer** |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Address |  |
| Telephone number |  |
| Home |  |
| Work |  |

**EDUCATION AND TRAINING**

Please list any education and/or training (including short courses) that you have completed.

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| --- | --- | --- |
| **Date undertaken** | **Course/Training details** | **Result/Qualification gained** |
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**PAID AND/OR UNPAID WORK EXPERIENCE**

Please include your current/previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependents etc.

Please put in date order, starting with the most recent and continue onto a separate sheet if necessary.

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| --- | --- | --- |
| **Dates From -To** | **Job Title, Employer** | **Duties** |
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**REFERENCES**

Please give the name and address of two referees who can comment on your suitability.

These should not be relatives or friends. If you have been employed, we would normally expect these to be your two most recent employers.

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| --- | --- |
| **First Referee** | **Second Referee** |
| Name:  Address:  Phone:  Email:  Job Title:  Relationship to you: | Name:  Address:  Phone:  Email:  Job Title:  Relationship to you: |

**SUPPORTING INFORMATION**

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| In this section we would like you to give specific information in support of your application to volunteer.  Please state why you would like to volunteer at Dost Centre and what skills or experience you think will be useful in this voluntary position. |

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### CRIMINAL CONVICTIONS (Rehabilitation of Offenders Act 1974)

A prior or pending criminal conviction will not necessarily prevent you from working with us. However, failure to disclose this information may result in the termination of any arrangements made. You may wish to discuss this at the initial meeting.

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| **Do you have any criminal convictions or any pending? (Please give details)** |
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**Data Protection Act 1998**

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 6 months after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially. Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

**I declare the information given on this form is correct to the best of my  
knowledge and acknowledge that by signing this form I give my consent to  
sensitive personal information being recorded and stored.**

|  |  |
| --- | --- |
| **Volunteer Applicant Signature:** |  |
| **Dated:** |  |

|  |  |
| --- | --- |
| **Please tick which days you are available to volunteer (we require volunteers to commit to at least 6 months and come as regularly as possible in order for this to be beneficial to the project/young people** | |
| **Tuesdays 5.45pm - 8.45pm** |  |
| **Fridays 5.45pm - 8.45pm** |  |
| **Both days** |  |

Thank you for taking the time to apply to Dost - we appreciate it and will get back to you shortly.