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| **VOLUNTEER APPLICATION FORM**  For details of volunteering roles available please see our website www.medaille-trust.org.uk |
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| Name |  |
| Service applied for |  |
| Role applied for |  |
| How did you hear about Medaille Trust? |  |

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| **PERSONAL DETAILS** | |
| Title |  |
| Forename |  |
| Last Name |  |
| Address (including postcode) |  |
| Email address |  |
| Mobile telephone number |  |
| Home telephone number |  |

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| **EMPLOYMENT** | | | |
| Are you currently employed? Yes / No If yes, please give details below | | | |
| Dates (from / to) | Name of Employer & Address | Job title | Nature of Work |
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| **VOLUNTARY WORK** | | |
| Are you currently volunteering? Yes / No If yes, please give details below | | |
| Dates (from / to) | Name of Organisation & Address | Voluntary role |
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| **VOLUNTEERING WITH MEDAILLE** | | | | | | |
| Please state numbers of hours/days per week you would be available to undertake voluntary work | | | | | | |
| MON | TUES | WED | THURS | FRI | SAT | SUN |
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| Please tell us a little more about why you want to volunteer for Medaille Trust and what skills and qualities you feel make you suitable for this volunteer role? |

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| What type of transport would you use? | Car / Public Transport / Walk |
| Do you have a current full driving licence? | Yes / No |
| Are you prepared to drive on behalf of Medaille? | Yes / No |
| Would you be prepared to use your own vehicle? | Yes / No |
| Do you speak any other language than English? | Yes / No |

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| **ASSISTANCE AT INTERVIEW** | |
| Please let us know if there are any adjustments or arrangements that you would like us to consider or implement if you are invited to an interview. |  |

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| **VOLUNTEERING STATUS** |
| Are you legally entitled to stay in the UK? Yes / No |
| The right to volunteer in the UK can be dependent on your citizenship and UK immigration status so please make sure that you are allowed to volunteer on your visa. If this is applicable please give details below: |

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| **REFERENCES** | |
| Please give the details of two people who know you well. This could be a previous employer or work colleague, professional contact, educator, friend, etc, but it should not be a member of your family. | |
| **Referee 1** | |
| Name of Referee |  |
| Address (including postcode) |  |
| Email address |  |
| Telephone number |  |
| How does the referee know you? |  |
| How long have you known the referee? |  |
| **Referee 2** | |
| Name of Referee |  |
| Address (including postcode) |  |
| Email address |  |
| Telephone number |  |
| How does the referee know you? |  |
| How long have you known the referee? |  |

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| **PROTECTION OF ADULTS & CHILDREN WHO ARE VULNERABLE** | | |
| Applicants for certain posts will be subject to an Enhanced check with the Disclosure and Baring Service (DBS) prior to confirmation of appointment. This will be detailed on the volunteer role description.  If the post requires a DBS check because of the nature of the work, this post will be exempt from the Provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that applicants are not entitled to withhold information about any previous convictions or cautions which, for other purposes, are spent under the terms of the Act. You are therefore requested to give details as required below, listing all convictions and cautions, no matter how long ago they occurred. An unspent conviction does not necessarily mean that you will be barred from volunteering or employment. Medaille Trust has a policy in respect of the rehabilitation of offenders, a copy of which is available upon request.  In the event of volunteering, any failure to disclose such convictions could result in the Medaille ending the volunteering relationship. Any information given will be completely confidential and will be considered only in relation to the volunteering position applied for. | | |
| Have you ever been convicted of a criminal offence or received a caution? YES / NO  This means that if you have ever had any cautions or convictions then you must tick yes. Any cautions or convictions will be discussed with the Service Manager and considered as part of the process to see if you are suitable to volunteer for Medaille. | | |
| Are you currently the subject of any criminal proceedings or police investigations? YES / NO | | |
| If you have answered yes to either of the above, please give details below | | |
| **Date** | **Nature of Conviction / Caution** | **Sentence** |
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| **DATA PROTECTION: Our Privacy Notice which can be found on Medaille Trust website, explains what personal information we hold about you, how we collect it, and how we use and may share information about you during the recruitment process. We are required to notify you of this information under data protection legislation. Please ensure that you read the notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.**  **I understand that any canvassing will automatically invalidate my application.**  **I confirm that the information I have given on this form is correct and complete and I understand that providing false information is an offence.**  **I confirm that, to the best of my knowledge, the information I have provided in this application is correct and that I have completed this form myself. I understand that the volunteer appointment is subject to Safer Recruitment checks which include satisfactory references and that misleading statements or withholding information relevant to this application may be sufficient grounds to cancel the volunteer relationship.** | |
| **Signed:** | **Date:** |