



Volunteer Application Form Private & Confidential

Please return to:

Tracey Horton
Volunteer Co-ordinator
Portland College
Nottingham Road
Mansfield
Nottinghamshire
NG18 4TJ

Application for the voluntary post of:

Please complete all sections in black ink. Continue on blank paper if there is insufficient room. You may attach your curriculum vitae **IN ADDITION** to completing these sections, if you wish.

Section 1 – Personal Information

Surname

Forenames

Title by which you wish to be addressed

Delete as appropriate

Ms / Mrs / Miss / Mr / Other Please specify

Home address

Postcode

Telephone numbers

Home

Mobile

Email

National Insurance Number

Do you have any past or present health problems including mental health issues or disabilities which could limit your ability to perform the particular voluntary role for which you are applying? If 'yes' please specify

You may be asked to attend a medical examination for the College in accordance with the Access to Medical Reports Act 1988.

Do you have a current driving licence?

| | |
|-----|----|
| Yes | No |
| Yes | No |

If 'yes' is it clean?

If 'no' please give details of endorsements

| |
|--|
| |
|--|

Disclosure of any Criminal Background of those with Access to Children and People with Disabilities

- In accordance with current legislation and the policies of Portland College, an enhanced DBS Disclosure is required for this application to be processed further.
- An applicant should not be discouraged to apply if they have a criminal record as this will not necessarily be a bar to obtaining a position at Portland College. Should you wish to discuss any specific details before completing this section of the form please telephone Nicola Thompson Windley, Human Resources Manager or e-mail nicolathompsonwindley@portland.ac.uk
- Any matters revealed in disclosure information will be discussed with the person seeking the position before any conditional offer of employment is withdrawn. This will be with the HR Manager or a member of the Human Resources team. The detailed information provided in the disclosure will not be known to any employees of Portland College outside the Human Resources Department and will be stored and destroyed in line with college policy and procedure.
- The DBS produce a Code of Practice to govern the procedures of all registered bodies. A copy is available on request.

I agree/do not agree to a check being made with the Disclosure Barring Service to disclose the information requested. Please delete as appropriate. (Please detail any past convictions or cases pending.)

Signature:

Have you previously worked for Portland College?

| | |
|-----|----|
| Yes | No |
|-----|----|

If 'yes' please provide details including job titles and dates

| |
|--|
| |
|--|

On what date would you be available?

| |
|--|
| |
|--|

Section 2 – Employment History

Please provide details over the last **10 years**, including any unpaid or voluntary work, **listing present or most recent employer first**. Any gaps in employment dates should be explained. If you have any particularly relevant experience dating beyond the last 10 years please include this.

I hereby give permission to contact the employers listed below concerning my prior work experience.

Signature

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s) and give reasons.

| Dates from/to | Name and Address of employer and type of business | Job title and a brief description of main duties | Reason for leaving |
|---------------|---|--|--------------------|
| | | | |

Section 3 – Education (Confirmation of qualifications is required)
Please complete as applicable.

Schools

| Name and address of school | Examinations taken and results achieved |
|----------------------------|---|
| | |

Further Education

| Name and address of College/University | Examinations taken and results achieved |
|--|---|
| | |

Further training and qualifications (Training courses, certificates, etc)

| From/to Dates | Details of training/qualifications |
|---------------|------------------------------------|
| | |

Professional memberships

| |
|--|
| |
|--|

Section 4 – Suitability

Please state clearly why you are applying for this voluntary post and outline your relevant skills and experience gained through paid employment and other work activities, hobbies and interests.

[Empty response box for applicant details]

Please continue on a separate sheet if necessary.

Volunteer Interests (please tick any areas below that you are interested in or would like to do at Portland.)

| Area | Tick |
|--|------|
| Classroom Support (please state if you have a preferred subject) | |
| Care support | |
| Hospitality/Catering | |
| Coffee shop | |
| Grounds Maintenance/Horticulture | |
| Event Support (event set-up/take down, marshaling, selling raffle tickets etc) | |
| Community Fundraising (collection tins, talking to small community groups etc) | |
| Reception Admin | |

Key Skills (please list any skills/areas of expertise you may have.)

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Section 5 – Personal References

Please give details of two people we could approach for references, one of whom should be your most recent employer. Family members are not permitted to be referees.

| Name | Name |
|------------------|------------------|
| Occupation | Occupation |
| Address | Address |
| Telephone Number | Telephone Number |

Section 6 – Declaration

I declare the above information to be complete and true to the best of my knowledge.

Signed

Date

Section 7 – Equal Opportunities Policy

Portland College is committed to ensuring that no job applicant or employee receives less favourable treatment than others on the grounds of race, religion, sex, disability or age or is disadvantaged by any conditions or requirements which cannot be shown to be justifiable.

In order to ensure that the College’s policy is being carried out we ask you to please complete all parts of this page. This information is confidential and used solely for monitoring purposes. It is separated on receipt before consideration of candidates takes place.

For monitoring purposes only

Post applied for

Where did you see this post advertised?

I describe my ethnic origin as: (please tick relevant box)

White Black Caribbean Black-African Black Other

Indian Pakistani Bangladeshi Chinese

Other – please specify Nationality

Sex

Male Female

I describe my marital status as:

Single Married

Please indicate below how you would describe yourself:

Registered disabled Registration Number

Unregistered disabled Not Disabled

Please contact the Assistant Principal if there is anything we need to know about your disability in order to offer you a fair selection interview, e.g., do you have a speech difficulty or need a wheelchair-accessible interview room?