

Tel: 01623 499106  
Date: As Postmark  
Our Ref: HRM/VOLUNTEER



**Realise the Unimagined You**

**For the attention of the volunteer**

Dear Volunteer,

Thank you for requesting a volunteer application pack.

We are very pleased to hear that you are thinking of volunteering with the College, and we are very grateful for the enthusiastic support that we receive from many dedicated volunteers.

Whether you want to provide assistance in the classrooms, coffee shop, student information and guidance centre, leisure or assist with our enrichment activities, you will be adding value to a worthwhile charity and enhancing the lives of others.

You will find enclosed a volunteer application form which you will need to complete and return. Upon receipt of the completed form, DBS Certificate, volunteer induction and two references, we will try and place you within your preferred area or to an area suited to your skills and experience.

Please telephone me on 01623 499111 ext 206 arrange a mutually convenient appointment to complete the DBS Disclosure Application.

**The college will need to process and receive a copy from you of the Enhanced Certificate – Disclosure & Barring Service (when received) and two professional references before you can start volunteering.**

Thank you for your interest in volunteering at Portland College and we look forward to receiving your completed application.

Yours sincerely

**Tracey Horton  
Volunteer Co-ordinator**

Registered Charity No. 214339

Company Limited by Guarantee No. 408340

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