

**Please return your completed application to:**

Director of Business Support  
Anglia Care Trust  
8 The Square  
Martlesham Heath  
Ipswich  
IP5 3SL



## **Application for Appointment as a Volunteer – Strictly Confidential**

- *Please complete all sections of this form in black ink.*
- *All sections must be completed in full and not referred to in an accompanying CV.*
- *Additional information may be supplied.*
- *Anglia Care Trust operates a policy of Equality and Diversity. In pursuit of this policy applicants are requested to complete the Equality and Diversity Survey accompanying this form.*

Volunteer Position applied for: \_\_\_\_\_

### **Personal Details**

Title Mr/Mrs/Miss/Ms\*

First Name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

Do you have a full clean current driving licence?      Yes                      No

Where did you hear about this vacancy? \_\_\_\_\_

### **Qualifications and Training**

*If appropriate, please include subject, level and grades obtained. Also include relevant courses, skills training etc.*

## Employment and Career History

Please list below details of employment and related activities, either paid or unpaid. These should be in date order starting with the most recent first. All gaps in employment will be verified.

Dates		Employer's Name	Position Held
From	To		

## Interests and Activities

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## References

Please give the names and address of two referees (including your present employers, if applicable) who have known you covering the last five years. All references will be followed up.

Name	_____
Address	_____
	_____
	_____
	_____
Post Code	_____
Telephone Number	_____
Email address	_____
Relationship to you	_____
	_____
Name	_____
Address	_____
	_____
	_____
	_____
Post Code	_____
Telephone Number	_____
Email address	_____
Relationship to you	_____
	_____

Do you wish to be approached before these referees are contacted?    Yes                  No

## Disclosure of Criminal Convictions

### Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

1. Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify "None".

2. Do you currently hold a DBS that is registered with the update service?

Yes                      No

*Information given in this section will be kept confidential. The Data Protection Act requires that personal information is obtained and processed fairly and lawfully; it will only be disclosed in appropriate circumstances; is accurate, relevant and not held longer than necessary and is kept securely.*

## Supporting Information

*Please set out below any details of your previous experience, aptitudes or attainments that you think make you a good candidate for volunteering with Anglia Care Trust. Where appropriate link your details to the specific Role Description if one has been provided. Please continue on a on a separate sheet if necessary.*



## DECLARATION

***I confirm that the information given on my application form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made with Anglia Care Trust.***

***I understand that:***

- In the event of being short-listed for interview, I will be expected to bring proof of identity that includes a photograph plus proof of address.
- In the event of being offered the post, I will be required to complete a confidential declaration in respect of my state of health.
- An enhanced DBS disclosure will be sought in the event of a successful application. I confirm I am not on any list of those disbarred from working with children and vulnerable adults, disqualified from working with children or subject to sanctions imposed by a regulatory body.

Signed:

Date: