|  |  |  |  |
| --- | --- | --- | --- |
| Volunteer Application Form  Please complete this Application  \* are compulsory – rest is optional |  |  |  |

|  |  |
| --- | --- |
| First Name\*: | Last Name\*: |
| Address: | Main Contact Number\*:  Email\*: |
| Volunteer placement applied for (if none please leave blank): | How did you find out about this post?  (Newspaper advert, internet, internally, word of mouth etc) |

|  |
| --- |
| Do you have any medical condition of which we need to be aware for your safety and for ours\*? |

Emergency contact details:

|  |  |
| --- | --- |
| Emergency Contact\*: | Emergency Contact: |
| Emergency Telephone (include home and mobile)\*: | Emergency Telephone (include home and mobile): |
| Emergency Address: | Emergency Address: |
| Relationship to you\*: | Relationship to you: |

EXPERIENCE/QUALIFICATIONS – Please give details of any experience/qualifications which you think would benefit your role as a volunteer within our organisation.

|  |  |
| --- | --- |
| Name and place of course/work experience | Qualifications |
|  |  |
|  |  |

**REFEREES\***

Please give details of one person (not a relative) that we could approach for references. They should be people who have known you for at least 6 months. This could be family friend, neighbour, pervious or current employer, etc. Please ensure that you have obtained their permission prior to submission. By completing this section we will assume you have given these referees permission to disclose information about you to us.

|  |
| --- |
| Name\*: |
| Tel No\*: |
| Capacity in which you are known to the referee\*: |

Under the General Data Protection Regulations (GDPR), Groundwork is required to notify applicants/volunteers/prospective employees on how their data will be processed and used. This form will be retained by Groundwork for maximum of six months, unless you are successful applicant for this volunteer role, in which case the application form will become part of your volunteer record. Some of the data you provide is considered to be sensitive personal data under the GDPR. This information will be used to assist us with volunteer recruitment monitoring. It will be held separately from the application forms. It will also be held in computer format.

By signing this form you are giving consent to Groundwork to use this data in the way described above.

I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subjected to immigration control (Asylum and Immigration Act 1996).

Signed:………………………………………………………………………………………………….

Date:………………………………………………………………………...................................

Please send your form to [colnevalley@groundwork.org.uk](mailto:colnevalley@groundwork.org.uk) or hand it over to us at:

Colne Valley Park Visitor Centre

Denham Court Drive

Denham

UB9 5PG