

PLEASE COMPLETE USING BLACK INK OR TYPE

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| APPLICATION FOR THE VOLUNTARY POST OF: Gardening Support | |  |
| SURNAME:  TITLE: | **FORENAME(S):** | |
| ADDRESS FOR CORRESPONDENCE:    **POSTCODE:**  E-MAIL ADDRESS: | **TELEPHONE NUMBERS**  HOME:  WORK:  May we contact you at work?  MOBILE: | |

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| Achievements, Personal Qualities and Skills |
| Please use this section to say why you are applying for this voluntary position. (Please continue on a separate sheet if necessary) |
| Tell us about any other work you have done (paid or voluntary): |
| Do you have any special skills, hobbies or interests that you are willing to use and share? |
| What do you expect to gain from voluntary work with us? |

Availability (please tick appropriately)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |

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| How did you find out about volunteering for Missenden Walled Garden CIO? |

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| References | | | | | |
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| Give details of two people who have knowledge of you in either in a working or personal capacity. | | | | | |
| If you were known to either of your referees by another name please give details:  **Can references be taken up prior to interview with:**  **Your first referee:**  **Your second referee:** | | | | | |
| **1.** |  |  | **2.** |  |  |
| **Name:** |  |  | **Name:** |  |  |
| **Position:** |  |  | **Position:** |  |  |
| **Address:** |  |  | **Address:** |  |  |
| **E-mail Address:** |  |  | **E-mail Address:** |  |  |
| **Tel:** |  |  | **Tel:** |  |  |
| In what capacity do the above know you? | | | In what capacity do the above know you? | | |

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| If you have a disability or long term condition, please let us know of any arrangements which may need to be taken:   1. To assist you in applying for the voluntary role 2. To assist you in the voluntary role itself? |

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| Criminal Convictions – Rehabilitation of Offenders Act 1974 | | | | | |
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| Missenden Walled Garden CIO aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from voluntary work. This will depend on the circumstances and background to your offence(s). As Missenden Walled Garden CIO meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered voluntary work in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Thismeans that **you are required to declare any convictions, cautions or reprimands which you may have either in the UK or abroad, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending against you.** Failure to disclose this information could result in disciplinary action, or dismissal by the Authority and may lead to criminal proceedings.  I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the voluntary post for which I am applying. I understand that the voluntary post for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction, caution, reprimand may be considered ‘spent’. Please tick as appropriate:  I do **not** have any criminal offences held against me  I **do** have criminal offences or prosecutions pending against me  If you do have criminal offences held against you, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending should you be selected for interview. Please ensure that you bring these with you to your interview. | | | | | |
| **Signed** |  |  | **Date:** | / / |  |
| A copy of the Rehabilitation of Ex-offenders Policy is available upon request. Missenden Walled Garden CIO abides by the Criminal Records Bureau Code of Practice, a copy of which is available on request, or visit www.crb.gov.uk. | | | | | |

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| Declaration | |
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| I agree that any offer of voluntary work with Missenden Walled Garden CIO is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that Missenden Walled Garden CIO may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. Missenden Walled Garden CIO is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by Missenden Walled Garden CIO. | |
| **Signed:** | **Date:**  / / |
| Please note, you will be asked to sign this form if you are invited to an interview. | |

Please send your completed application form to the address provided.

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| OFFICE USE ONLY: |
| APPLICATION RECEIVED: |
| ACTION TAKEN: |
| INTERVIEW DATE: |