# **FAMILY & VOLUNTEER CO-ORDINATOR APPLICATION FORM**

The information called for on the form below will help us to assess your suitability for the position. If there are any questions that you consider are not relevant to your application or that you would prefer not to answer in writing, you are under no obligation to do so.

Please complete this application form on a computer and email it to us by **Thursday 30 January 2020, 5pm at info@familyfriends.uk.com**. However, if you are invited in for interview, please ensure that you bring a signed hard copy with you. First interviews take place week commencing Monday 3 February 2020.

First interviews: Week commencing 3 February 2020

Second interviews: Week commencing 10 February 2020

The successful candidate will be required to attend our two day volunteer training on Thursdays 27 February and 5 March 2020 as part of their induction.

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| *Office use only:* |  |
| *Date* | *Notes* |
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|  **Personal details** |
| Title  |  |
| First name |  |
| Surname |  |
| Home address |  |
| Home telephone |  |
| Mobile |  |
| Email |  |
| Do you currently have ongoing legal entitlement to work in the UK? |  |

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|  **Current or most recent employment** |
| Full Name: |
| Address: |
| Job Title: |
| Summary of key duties and responsibilities: |
| Current/Leaving basic salary and salary scale: |
| When did you commence employment with this employer? |
| If no longer employed, state date and reason for leaving: |
| How soon could your new employment start / What is your notice period / Do you have any holidays booked? |

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|  **Employment and voluntary history** |
| Please give details of your employment and voluntary history for the last five years. (Please explain any gaps from employment). If your employment / voluntary history covers a period of less than five years, please explain what you were doing e.g. unemployment / raising a family / full time education. (please note that previous experience is NOT an essential requirement). If you have worked with children or young people in the last 10 years, please give details. |
| **Name, address and** **type of business** | **Dates of employment****from - to** | **Position, duties and hours per week** | **Reason for change** |
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|  **General Education and Academic Qualifications** |
| Dates | Name of Educational Establishment | Results / Qualifications Gained |
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|  **Other Skills and Qualifications** |
| Dates | Name of Training Organisation | Skill / Qualification Gained |
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|  **Referees** |
| Please give names, addresses and telephone numbers of the following**:** 1. **one professional referee** from your direct line manager/supervisor at your current employer or if you are not currently employed, from your most recent employer. If your current employer will only provide employment dates, please also give a personal referee who is a member of a professional body e.g. teacher, J.P. accountant, surveyor, lawyer etc. and is not a family member.
2. **one personal referee** (e.g. a friend; NOT a family member).

It is important that your professional referee has known you for **at least six months** and your personal referees for **at least two years.** We will write to all your referees after you’ve been offered and accepted the role. |
| **Referee One – professional:** |
| Name |  |
| Company |  |
| Position in company |  |
| Company Address |  |
| Work Email |  |
| Contact telephone number |  |
| **Referee Two – personal:** |
| Name |  |
| Address |  |
| Email |  |
| Contact telephone number |  |
| We will only contact your referees after you have been offered the job subject to references, unless you indicate otherwise. |

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|  **Covering Letter** |
| Using the person specification and job description, please describe1. Your reasons for applying for this vacancy and
2. What you believe you will be able to offer to the job/organization.

**DO NOT** GO OVER **800 WORDS ALTOGETHER** |
| Continue on a separate page if you wish |

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|  **Criminal convictions** |
| Criminal Convictions:Due to the nature of our work, Family Friends is unable to take on applicants who have a conviction less than 10 years old, custodial or non custodial. Driving offences may be exempt from this.This role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. When answering the following questions you must therefore disclose any cautions and criminal convictions, even those considered “spent” for other purposes. All information supplied will be treated in the strictest confidence and will be used for this volunteer application only.Have you ever been convicted of an offence or received a caution in any criminal proceedings in any country? *For motoring offences, please answer yes only if it resulted in a disqualification.* |
| Yes ☐ | No ☐ |
| Please put dates and details: |

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|  **Declaration** |
| Appendix 1DECLARATION REGARDING CONTACT WITH CHILDRENIn strict confidence**I hereby declare that I have not:**1. **Had a child removed from my care or been disqualified from keeping children;**
2. **Been subject to an order or been convicted of an offence concerning a child;**
3. **Had a child put into care with parental rights and powers invested in a Local Authority;**
4. **Been refused registration as a childminder, day nursery or play group or had such a registration cancelled;**
5. **Had an application to become a foster parent or adopter refused or cancelled.**
6. **Been barred from working with children or vulnerable people.**

**I certify that the above statements are true.** |
| **Signature** |  |
| **Name (please print)** |  |
| **Date** |  |

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| How did you learn of this vacancy? |
| If there is any additional information which you feel would be helpful at this stage, please submit this on a separate sheet. |
| I declare that the information given in this form is true and complete. I understand that any false information may result in my dismissal, if appointed. |
| Signature: | Date: |