|  |
| --- |
| Office use:  -------------- |



|  |
| --- |
| **Volunteer Application Form** |

|  |  |
| --- | --- |
| Desired Location |  |

|  |
| --- |
|  |

|  |
| --- |
| Details |

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Surname: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |
| --- | --- |
| Telephone: |  |

|  |  |
| --- | --- |
| Mobile Telephone: |  |

|  |  |
| --- | --- |
| E-mail: |  |

|  |
| --- |
| **Please detail below any relevant past and present work experience, including voluntary work** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation: |  | | |
| Address & postcode |  | | |
| Position: |  | | |
| From: |  | To: |  |
|  | | | |
| Summary of your duties and responsibilities in this role: | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation: |  | | |
| Address & postcode |  | | |
| Position: |  | | |
| From: |  | To: |  |
|  | | | |
| Summary of your duties and responsibilities in this role: | | | |
|  | | | |

|  |
| --- |
| **Please detail below other useful experience, skills, education, training etc...** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | | |

|  |
| --- |
| **Please detail below your interests and leisure activities** |
|  |
| |  | | --- | | **References** | |
| |  | | --- | | **Please give the name of two people in responsible positions, who know you well and who we can contact for a reference** |  |  |  |  | | --- | --- | --- | | **Reference 1** |  | **Reference 2** | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (job title): |  | Position (job title): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship: |  | Relationship: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |  | Organisation: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address & Postcode |  | Address & Postcode |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone: |  | Telephone: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |  | E-mail: |  |

|  |
| --- |
| **Rehabilitation of Offenders Act (Exceptions) Order 1975** |
| The nature of the role for which you are applying requires that this post is exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975 and you are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Penumbra |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges (please tick)? | Yes |  | No |  |
| Are you aware of any adverse information that is currently held against you (please tick)? | Yes |  | No |  |

|  |
| --- |
| Additional information |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you hold a driving license valid in the UK? | Yes |  | No |  |
| Do we need to make any specific arrangements in order for you to attend the interview? | Yes |  | No |  |
| If yes, please give details: | | | | |
|  | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a PVG Scheme membership? Yes  No  When are you available? | | | | |
| Days | Yes |  | No |  |
| Evenings | Yes |  | No |  |
| Weekends | Yes |  | No |  |
|  | | | | |

|  |
| --- |
| Personal Statement |
| **Please tell us why you are interested in volunteering for the Edinburgh Crisis Centre, consider:**   * **Why do you want to work with people who have mental health issues?** * **What interests you in the crisis helpline role?** * **What skills, experience and qualities do you hope to bring to your role as a crisis helpline volunteer?** * **What do you hope to learn and gain as a volunteer with us?** |

|  |
| --- |
|  |
|  |

|  |
| --- |
| Personal Statement continued |

|  |
| --- |
|  |

|  |
| --- |
| **Declaration** |

|  |
| --- |
| **I confirm to the best of my knowledge the information on this form and any attached sheets is correct.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
|  |

|  |
| --- |
| **Please return this form to:** |
| **Human Resources, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY**  **or**  [**humanresources@penumbra.org.uk**](mailto:humanresources@penumbra.org.uk)  **Applications are viewed on a weekly basis** |