

# VOLUNTEER APPLICATION FORM

## Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_

How would you prefer to be contacted about opportunities? \_\_\_\_\_

Date of Birth \_\_\_\_\_

## Emergency Contact Information

Who should we contact in an emergency?

Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Emergency Phone Day \_\_\_\_\_

Emergency Phone Evening \_\_\_\_\_

## Volunteering Information

How did you hear about Step by Step? \_\_\_\_\_

Would you like to volunteer in fundraising or directly with young people?  
 \_\_\_\_\_

Are you able to travel to our sites away from Aldershot?

Your availability (please tick)

Monday AM  Monday PM  Tuesday AM  Tuesday PM

Wednesday AM  Wednesday PM  Thursday AM  Thursday PM

Friday AM  Friday PM  Saturday AM  Saturday PM

Sunday AM  Sunday PM

Any particular areas of work you are interested in supporting, based on your skills/experience?  
 \_\_\_\_\_  
 \_\_\_\_\_

How frequently would you like to volunteer? \_\_\_\_\_

Do you have any links to homelessness or young people using Step by Step services?

Yes  No

If yes, please specify \_\_\_\_\_

\_\_\_\_\_  
*Many of our volunteer positions involve working directly with clients. Declaring any links can help prevent any conflicts of interest*

Rehabilitation of Offenders Act 1974: Do you have any unspent convictions?

Yes  No

If yes, please specify \_\_\_\_\_

\_\_\_\_\_  
*Please note a conviction will not necessarily exclude you from volunteering with Step by Step, but will be taken into account when assessing your suitability for working with young people.*

## References

*If you have worked in the last five years, at least one reference should be obtained from your last employer. If not, please provide the names of people who have known you for at least 2 years and are not related to you.*

### Referee One

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Relationship to Referee \_\_\_\_\_

### Referee Two

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Relationship to Referee \_\_\_\_\_

## Equal Opportunities Monitoring

The information in this section is used only for the purposes of ensuring the effectiveness of our Equality and Diversity Policy, which is available on request.

Gender Male  Female

Age Group 16 -24  25 – 34  35-49  50-65  Over 65

How would you describe yourself?

*These categories of ethnic origin are recommended by the Commission for Racial Equality as the most appropriate for monitoring in the UK. We recognise that specific categories may not be appropriate for everyone. If this is the case please use the last box.*

Asian or Asian British:

Indian

Pakistani

Bangladeshi

Any other Asian background

(please specify) \_\_\_\_\_

Black or Black British:

Black Caribbean

Black African

Any other black background

(please specify) \_\_\_\_\_

White:

White British

White Irish

Any other white background

(please specify) \_\_\_\_\_

Mixed:

Chinese or other ethnic group:

Chinese

Any other ethnic background

(please specify) \_\_\_\_\_

If you consider yourself to have a disability or impairment which we could support by making adaptations, please let us know how we can best support you below?

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## Declaration

*I understand that any offer of volunteering with Step by Step Partnership Ltd is subject to satisfactory references, and binding in honour only.*

In accordance with the 1998 Data Protection Act, I agree that Step by Step may hold and use personal information about me for volunteering reasons and to keep in touch with me this information, including that contained in this form can be stored on both manual and computer files. It will be held securely and only accessed by authorised personnel.

Signature \_\_\_\_\_ Date \_\_\_\_\_