

## Application Form

Please be aware that there are certain legal restrictions which apply to taking up employment in the UK. When completing this form, you will be asked whether you have the right to work in the UK.

Please return to:	<a href="mailto:join@volunteeringmatters.org.uk">join@volunteeringmatters.org.uk</a>
Position being applied for:	
Where did you see advert for role/ find out about the vacancy?	<input type="checkbox"/> Charity Jobs <input type="checkbox"/> Good Moves <input type="checkbox"/> Indeed <input type="checkbox"/> Careers in Wales <input type="checkbox"/> S1 Jobs <input type="checkbox"/> Jobs in Wales <input type="checkbox"/> Diversify <input type="checkbox"/> Charity Job Finder <input type="checkbox"/> LGBT Jobs <input type="checkbox"/> Word of Mouth <input type="checkbox"/> The Voice <input type="checkbox"/> Other

Please **do not** send a CV as they will not be considered.

Full name	
Home address	
Home tel	Mobile tel
Email	

**Present or most recent employment/voluntary work**

<b>Post held</b>	<b>Date started</b>	<b>If left, date left</b>
<b>Name of employer / voluntary organisation:</b>		
<b>Reasons for Leaving</b>		

**Details of your previous employment or voluntary roles that are relevant to the role you are applying for, and why**

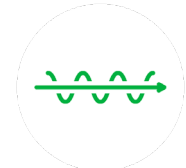
<b>Employer / Voluntary Project</b>	<b>Post held</b>	<b>Dates</b>	<b>Why is this role relevant?</b>

**What formal education, vocational/professional qualifications and training do you have?** *(You only need to be specific about those which are relevant to the post).*

<b>Venue/ Training provider</b>	<b>Date</b>	<b>Examinations/Qualifications/Training Courses</b>

Please tell us about your past/present volunteering or community activities. Also, if there are any additional activities you think we should know about please enter details here.

Our Values are very important to us as an organisation, they are at the heart of all that we do.



**Empowering** : Supporting our team and our communities to make change happen by sharing skills, knowledge, and time. Listening, trusting, cooperating, collaborating, building self-confidence, and accountability to make positive change.

**Inclusive**: Actively removing barriers and providing equality of opportunities for everyone. Bringing people together, creating new relationships and new opportunities. Working together with a shared purpose to make the biggest impact possible.

**Compassionate**: Putting people at the heart of everything we do. Listening. Caring. Giving time, empathy, appreciation and value to our team and our communities.

**Positive**: Recognising and embracing the potential in our team, our communities, a situation, or a new idea. Being curious about things. Spotting new ideas and solutions and having fun along the way.

**Straightforward**: Being openminded, honest, and accountable. Having a flexible, uncomplicated approach in our communication style and the way we do things.

*Please select 2 Values stated above and give an example of how you have displayed them recently:*

Value 1

Value 2

## **Personal Statement**

**Please use this section to demonstrate your capability and suitability for this role (please adjust font size if necessary to fit the info in the box)**

*In deciding who to shortlist for interview we will be looking for evidence that you meet the person specification. Please indicate clearly, using examples, the ways in which you meet the requirements of the person specification. You may draw on skills, abilities and experience gained through work, whether paid or voluntary, part time interests, and activities in all walks of life.*

**Any other information relevant to your application - in particular if the job description specifies requirements or skills (e.g. driving licence) which you have not already mentioned:**

**Our aim is to create an inclusive recruitment process for all candidates, so if you have a disability or require additional support for any reasons, please let us know here:**

**Do you have a family member or friend who works at Volunteering Matters?** *Please give their name and relationship to you.*

**Do you have the appropriate right to work in the UK?**    **Yes**                      **No**

**If appointed, when could you start in your new role?** .....

***For Internal Candidates only: Line Managers Supporting Statement***

*Please ask your line Manager to complete this section prior to submitting your application (adjust font size if necessary to ensure info fits in the box)*

This will ensure as full a representation as possible is provided of your skills, contribution, and potential; so that not just your interview performance on the day will be referred to.

**For External Candidates only:**

**Referees** *(Please provide referee details from two of your most recent employers, one of whom must be your present employer if possible. If you are unable to do this please provide the names of academic or professional referees).*

Name	Name
Address	Address
Organisation:	Organisation:
Position in Organisation	Position in Organisation:
Their Relationship to you:	Relationship to you:
Contact tel	Contact tel
Fax :	Fax :
Email :	Email:

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*Please put a cross in the box if you do not wish us to contact any of your referees before job offer is made..*

**Equal opportunities policy**

*Volunteering Matters is committed to Equal Opportunities. To help us achieve our aim we collect and analyse information about people applying for jobs with us. There is an Equal Opportunities questionnaire which we will ask you to complete it and return it with your application. If you do not wish to give this information, please tick 'information withheld' at the top of the form.*

**Please note:**

*As a charity, our resources are limited so if you do not hear from us by the advertised interview date, you may assume that your application has been unsuccessful. Volunteering Matters are not able to provide feedback to unsuccessful applications who are not shortlisted.*



**Candidate confirmation:**

**I confirm that all the above information provided is accurate & truthful.**

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**----- Name**

**For Internal Use Only  
Interviewers' notes:**

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**----- Signature**

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**---- Date**