



# Fife Headway Volunteer Application Form



Title (please circle): Mr/Mrs/Miss/Ms

Email:.....

Surname:.....

Address:.....

First Name(s):.....

.....

Mobile Number:.....

.....

Telephone No.:.....

Postcode:.....

Date of Birth:.....

Emergency Contact:.....

Emergency Contact Telephone:.....

**If you have any illness or disability of which you would like us to be aware, please give details:**

## Availability & Experience

Please give details of any existing work/voluntary commitments:

Please **tick** to indicate when you are most likely to be available to volunteer. Please give as many alternatives as possible. Flexible times can be arranged.

	AM	PM
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

## Experience

**What skills and experience can you bring to Headway?**

**Previous employment, voluntary work, training, relevant personal experience, interests (brief details please)**

## References

Please give us the names and addresses of two people who can be asked to provide a character reference (these must not be family members). References will not be taken up until after interview.

Name:.....

Telephone No./Contact email:.....

Name:.....

Telephone No./Contact email:.....

**Fife Headway aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.**

*Thank you for your interest. Please note that we do normally need two satisfactory references before you can start as a volunteer and we cannot always guarantee role. Some volunteering roles will be subject to a satisfactory PVG check.*

## Rehabilitation of Offenders Act 1974

The position for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions, whether spent or not, should be disclosed on this form. Applicants should be assured that the information they give will be kept confidential. The Data Protection Act requires that personal information is obtained and processed fairly and lawfully; is only disclosed in appropriate circumstances; is accurate, relevant and not held longer than necessary; and is kept securely. Only relevant convictions and other information will be taken into account, so disclosure need not necessarily be a bar to obtaining this position.

**Have you ever been convicted or cautioned of a criminal offence?      Yes/No**

**Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes/No**

*If **yes** please give details of offence(s) and sentence on a separate sheet, enclosed in an envelope marked 'Confidential' and addressed to the Chairperson.*

**I declare the above information is correct:**

Name: .....

Signature: ..... Date: .....