

Charity Number:1120869

Warren Farm Community Project

Tel: 0121 384 2333

Web: [www.new-heights.org.uk](http://www.new-heights.org.uk)

**Volunteer Application Form**

**Please complete and return to:**

Vicky Bixby (Volunteer Coordinator)

New Heights Warren Farm Community Project

108 Warren Farm Road

Kingstanding

Birmingham

B44 0QN

**Contact Details**

|  |  |
| --- | --- |
| Title | Mr/Ms/Miss/Mrs/Other (please circle) |
| First Name |  |
| Family Name |  |
| Address |  |
| Home Telephone Number |  |
| Mobile Number |  |
| Email |  |

**Please list any previous or current volunteer experience:**

|  |  |  |
| --- | --- | --- |
| Organisation | Position/Responsibilities | Dates (from and to) |
|  |  |  |
|  |  |  |
|  |  |  |

**Please list your employment/training background:**

|  |  |  |
| --- | --- | --- |
| Employer | Position/Responsibilities | Dates (from and to) |
|  |  |  |
|  |  |  |
|  |  |  |

**List the skills and qualities that you will bring to the role you are interested in:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What attracts you to volunteering with New Heights Warren Farm Community Project?**

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**Which volunteer roles are you interested in? You can select more than one option or suggest other roles:**

**St John’s Cafe Legal Welfare Project**

Cleaning Cooking Administration

Administration Baking Reception

Financial Management Serving Customers Advice and Guidance

Outreach Work/Befriending Cleaning

Odd Jobs/Handy Person

Luncheon Club

Helping people use computers

Transportation

Not sure

**Availability**

New Heights Warren Farm Community Project volunteer hours will be as flexible as possible to fit your lifestyle and availability.

**Please indicate which times of the week suit you best to volunteer:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning | Afternoon | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |

**Support Needs**

Do you consider yourself to have a disability or support needs that is relevant to your applications?

Yes/No (please circle)

If yes, is there anything we need to know about yours disability or support needs in order to ensure you have equality of opportunity?

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**References**

Please provide details of two referees (not friends or relatives) who we can contact as part of the selection process:

**Reference 1 Reference 2**

|  |  |
| --- | --- |
| Name |  |
| Occupation and relationship to you |  |
| Address |  |
| Phone number |  |
| Email |  |

|  |  |
| --- | --- |
| Name |  |
| Occupation and relationship to you |  |
| Address |  |
| Phone number |  |
| Email |  |

**Criminal Convictions**

Have you been convicted of a criminal offence? Yes/No (please circle)

If yes, please provide details of the criminal offence(s) including dates and sentences.

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A prior criminal conviction or the fact that you have been charged with a criminal offence may not prevent you from volunteering with New Heights Warren Farm Community Project but we need to be able to make fully informed decisions about deploying our volunteers safely and in according with the law. Hence failure to disclose relevant information or providing false or misleading information will ordinarily result in the volunteering opportunity being withdrawn with immediate effect.

**Data Protection Act 1998 – Consent and Certification of details**

The information detailed in this application form and accompanying monitoring information, will be used to monitor the effectiveness of New Heights Warren Farm Project’s policies and procedures, in particular its Equal Opportunities. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form, may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

Government/Statutory Agencies

Law Enforcement Authorities

Giving false information will result in your application not being pursued or your volunteering opportunity being withdrawn with immediate effect.

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consent to New Heights Warren Farm Community Project recording and processing the information detailed in this application form. I understand that this information may be used by New Heights Warren Farm Project in pursuance of its business purposes and my consent is conditional upon New Heights Warren Farm Project complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application from is complete and correct and that inaccurate or misleading statement may be sufficient for you to cancel any agreement or being dismissed without notice.

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