



VOLUNTEER APPLICATION FORM

Please complete using black ink.

Position Applied for:

Centre: Gorleston

Kings Lynn

Norwich

Personal Details (in block capital please)

Title	Surname	First Name (s)
Address		Mobile Number
		Home Telephone Number
		Email
Postcode		
Person to contact in case of Emergency		Telephone

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

Availability

Please give details of any existing work/voluntary commitments:

.....

Please tick to indicate when you are most likely to be available to volunteers.

Please give as many alternatives as possible. Flexible times can be arranged.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Experience/tell us a little about yourself:

What skills and experience can you bring to Headway? Previous employment, voluntary work, training, relevant personal experience, interest (brief details please):

.....

Volunteering:

Why do you want to be a volunteer with Norfolk and Waveney Headway?.....

.....

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:

Name:

Address:

Address:

Telephone No:

Telephone No:

Email Address:

Email Address:

Thank you for your interest. Please note that we require two satisfactory references before you start as a volunteer and we cannot always guarantee a role. Some volunteering roles will be subject to a satisfactory DBS check.

Rehabilitation of Offenders Act 1974

The position for which you are applying for 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. 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 to either of the above, please give details of offence (s) and sentence on a separate sheet, enclosed in an envelope marked 'Confidential' and addressed to the Chairperson.

Entitlement to work or volunteer

If you are from outside the EU / EEA, it's important you check you are permitted to volunteer or carry out 'unpaid work' in addition to your main reason for entering the country, to avoid jeopardising your visa status.

If you cannot find the answer clearly on your immigration documentation, contact the [UK Border Agency](#).

I declare that the above information is correct:

Name.....Date.....

Signed.....

Please return your completed application to:

Administration Manager
Headway Norfolk & Waveney
Headway House
Trafalgar Rd E
Gorleston-on-Sea
Great Yarmouth
NR31 6NX

Email: contact@headway-nw.org.uk