Application Form

Position Applied For: Volunteer Manager

Please complete all sections of the form in black ink or type directly into the boxes (the boxes will expand as you type into them).

Application forms that are not completed in full will be automatically rejected.

CV’s and cover letters will not be accepted.

Applications should be returned to:

* EMAIL: [jobs@diversityrolemodels.org](mailto:jobs@diversityrolemodels.org)

The closing date for return of completed applications is:

Monday 8th January 2024 9:00am

With your application please also send a completed equal opportunities monitoring form.

If not included in your application pack, the form is available from <https://www.diversityrolemodels.org/about-us/join-the-team>

If you require this form or any of the accompanying information in large print, please contact us via phone

020 3795 9201 or email [jobs@diversityrolemodels.org](mailto:jobs@diversityrolemodels.org)

The lawful condition for processing this data under GDPR is ‘fulfilment of contract’.

Diversity Role Models will use this information to shortlist during and as part of the application process.

If successful, we will add you to payroll and to our pension provider, as well as our own internal HR system. We will not share this information with anyone else for any other purposes. We use authorised third parties to help us process our data who are also GDPR compliant.

# Personal contact details

Please fill in all of the below details. This section of the application form will be treated as confidential and will only be used to contact you.

|  |  |
| --- | --- |
| **Full Name** |  |
| **Preferred Name (if different)** |  |
| **Address** |  |
| **Post code** |  |
| **Home telephone number** |  |
| **Work telephone number** |  |
| **Mobile telephone number** |  |
| **Email address** |  |

**Are there any restrictions on you taking up employment in the UK? (if yes, please provide more details)**

**Yes No**

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# References

Please provide two references that we are able to approach should you be offered the position. These references will not be taken up until we have offered the post and received confirmation of acceptance.

Your first referee should be your **current** or **most recent** employer.

If you are applying to work for our **education or team** (education officer or education manager) at least one of your references should be from an employer for which you worked with **young people**.

References cannot be from a relative or partner.

|  |  |  |
| --- | --- | --- |
|  | **First Referee** | **Second Referee** |
| **Name** |  |  |
| **Address** |  |  |
| **Postcode** |  |  |
| **Tel** |  |  |
| **Email** |  |  |
| **Position** |  |  |
| **Relationship to you** |  |  |

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# Current Experience

Please complete this section, listing details of your current employer and the duties you perform in your current role.

|  |  |
| --- | --- |
| **Current Employer** |  |
| **Employer’s Address** |  |
| **Position Held** |  |
| **Date Employed** |  |
| **Duties and Responsibilities** |  |
| **Reason for leaving** |  |

# Previous employment

Please include paid or unpaid work and account for any gaps. If you need more space, please expand this box or continue on a separate sheet clearly stating the section of the form, your name and the position you are applying for.

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| **Required format & information for each role:**  ***Name & Address of Organisation***  ***Dates of Employment***  ***Brief description/bullet points of duties and responsibilities***  ***Reason for leaving***  You should account for any gaps. |
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# Education

Please complete this section, listing your qualifications/education. If you need more space, please expand this box or continue on a separate sheet clearly stating the section of the form, your name and position you are applying for.

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| **Required format & information for each schools/college/etc.:**  ***Name of School/College/etc.***  ***Dates of Education***  ***Qualification & Grade*** |
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# Training Courses

Please complete this section, listing any training you’ve undertaken relevant to this role. If you need more space, please expand this box or continue on a separate sheet clearly stating the section of the form, your name and position you are applying for.

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| **Required format & information for each training:**  ***Course***  ***Training Provider***  ***Dates of Training***  ***Duration*** |
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# Involvement in Youth, Community and Voluntary Projects

Please complete this section, listing involvement in youth, community and voluntary projects which you haven’t already mentioned. If you need more space, please expand this box or continue on a separate sheet clearly stating the section of the form, your name and position you are applying for.

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| **Required format & information for project/involvement:**  ***Name & Address of Organisation***  ***Dates of Involvement/Project***  ***Brief description/bullet points of duties and responsibilities***  ***Reason for leaving*** |
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# Experience, skills, abilities and knowledge

Please state how you meet **each of the criteria listed on the Person Specification.**

You must address every point on the Person Specification. We encourage you to use the criteria as headings.

The best applications use paid or unpaid work or other experiences to demonstrate how they meet the criteria and give examples. One way of doing this is to use the STAR method which includes the following points:

* Situation - the situation you had to deal with,
* Task - the task you were given to do,
* Action - the action you took,
* Result - what happened as a result of your action and what you learned from the experience.

More guidance on the STAR method can be found here: <https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method>

If you are completing and returning this form electronically, the boxes will expand as you type.If you are completing this application form by hand, please use a separate sheet if you need more space, including your name and position applied for. There is no requirement to limit your answers to the existing box size.

# Experience, skills, abilities and knowledge

|  |
| --- |
| *Please see the instructions on the previous page before completing this section.* |

# Declaration of criminal convictions

The Rehabilitation of Offenders Act 1974 (ROA) ensures that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs. The ROA enables ex-offenders to ‘wipe the slate clean’ of their criminal records in the sense that they are no longer legally required to disclose to an organisation convictions that are ‘spent’, **unless the role they are applying for is exempted from the Act**.

Any declaration you make will be kept confidential as part of the recruitment process and each case will be decided on its own merits (Note some people are banned from working with children under the Protection of Children Act 1999 & Criminal Justice and Court Services Act 2000). When looking at declarations the recruitment panel will consider:

* Whether the information revealed is relevant to the position
* The seriousness of the offence(s)
* The length of time since the offence(s)
* Whether this was part of a pattern of offending or a one-off incident
* The age of the applicant at the time and circumstances of the offence and explanation(s) of the applicant.

Please be as honest as possible at this stage as an Enhanced Criminal Records Disclosure may be requested prior to confirmation of appointment and your appointment will be subject to this being received and satisfactory as part of your recruitment. If you are unsure whether you need to declare something please contact the NACRO Resettlement Plus Helpline on 0207 8406464.

For more information on Safeguarding at Diversity Role Models and to read our Safeguarding Policy in full please visit our website: <https://www.diversityrolemodels.org/about-us/safeguarding>

**HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE/S OR RECEIVED A CAUTION OR BIND OVER?**

**YES NO** (please delete as appropriate)

If yes, please give particulars and dates:

**Signature:** **Date:**

**Your Full Name (Block Capitals):**

# Declaration

Are you related to or known by anyone at Diversity Role Models who is either a volunteer or an employee?

**Yes No**

If yes, please specify below

Please specify any special arrangements you may require

How much notice would you be required to give your current employer?

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I certify that the information given on this form is correct to the best of my knowledge.

**I agree to Diversity Role Models holding the information supplied subject to the Data Protection Act 1998. I also consent to Diversity Role Models obtaining a criminal record disclosure (CRB/DBS check) if this is required by the role.**

The information supplied will remain confidential within Diversity Role Models, and will only be accessible by authorised staff and volunteers, and will not be supplied to any third parties.

Signed: Date:

Please ensure you have:

* Completed all sections of the application form.
* Completed the Equal Opportunities monitoring form

Applications should be returned to:

* EMAIL: [jobs@diversityrolemodels.org](mailto:jobs@diversityrolemodels.org)