

# Application for Voluntary Work



For children and adults  
with support needs and  
learning disabilities  
and their carers

Voluntary position applied for: .....

In which service area? (Please tick or highlight one):  
Housing Support Services  
Children & Young People  
Advice Services  
Other .....

## Contact details

<b>First Name:</b>	<b>Surname:</b>
<b>Home number:</b>	<b>Address:</b>
<b>Mobile number:</b>	
<b>Work number:</b>	
<b>E-mail:</b>	
<b>How do you prefer to be contacted?</b>	<b>Post code:</b>

- Where did you find out about this vacancy? .....  
(Please be specific, e.g. *The Metro*, *Job Centre*, etc rather than *newspaper* or *internet*)

This form can be submitted by e-mail to [recruitment@actiongroup.org.uk](mailto:recruitment@actiongroup.org.uk) or by post to the following address:

Recruitment  
The Action Group  
Norton Park Centre  
57 Albion Road  
Edinburgh  
EH7 5QY

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**Employment / voluntary work history – most recent first**

<b>From</b>	<b>To</b>	<b>Employer</b>	<b>Position Held</b>	<b>Final Salary</b>	<b>Reason for leaving</b>

**Please continue on a separate sheet if necessary**

**Referee details**

Please see the application form instructions for details on suitable people to list as referees

<b>Current or most recent employer Name:</b>	<b>2<sup>nd</sup> Referee Name:</b>
<b>Organisation:</b>	<b>Organisation:</b>
<b>Job title:</b>	<b>Job Title:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>E-mail:</b>	<b>E-mail</b>
<b>Relationship to Applicant:</b>	<b>Relationship to Applicant:</b>
<b>Can this referee be contacted prior to interview? Y/N</b>	<b>Can this referee be contacted prior to interview? Y/N</b>

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**Details of Relevant Qualifications** (Use a separate sheet if necessary)

Qualification	Subject	Awarding body

**Learning and Development Activities**

Please list any other training, learning or development activities undertaken which you think are relevant to this application (e.g. first aid training):

**Why have you chosen to volunteer with The Action Group?**

**What skills and experience do you have which would be useful for this role?**

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**Previous Convictions**

Legislative provisions relating to the non-disclosure of 'spent' criminal convictions do not apply to certain occupations. Due to the nature of The Action Group's work, the majority of its voluntary positions are included in this list under the Rehabilitation of Offenders Act (Exceptions) Order 1975, The Police Act 1997 (Part V) and The Children's Act (part X). Therefore it is necessary for you to complete the attached self-declaration form and return it to us alongside your application. To ensure its confidentiality we recommend that the self-declaration form is placed in a sealed envelope. This will only be opened if we wish to proceed with your application. Self-declaration forms will be accepted by e-mail but applicants must agree to sign a paper copy if invited to interview.

Any information given will be completely confidential and will only be seen by staff involved in the recruitment process for voluntary positions which involve contact with vulnerable people and/or sensitive information.

**Signed:** ..... **Date:** .....

All positions which involve direct work, training or coaching with children, vulnerable adults, or those who work with them require an enhanced disclosure to be completed via Disclosure Scotland.

All offers of voluntary work will be subject to satisfactory completion of these pre-employment checks. Failure to disclose convictions could result in dismissal by The Action Group.

I confirm that I understand the above and agree that I will complete a disclosure application form for the voluntary position to which I am applying.

**Signed:** ..... **Date:** .....

**Health**

I confirm that I have read the job description for this voluntary position and that there is no reason in respect of my physical or mental health why I should not be able to fully complete the tasks required.

**Signed:** ..... **Date:** .....

If you are unable to sign the above we will still consider your application and will discuss the possibility of reasonable adjustments to the role if you are invited for interview.

**Declaration**

I confirm that the information I have given on this form is to the best of my knowledge correct and accurate, and that misleading statements may be sufficient grounds for cancelling any agreements made. (If submitting this form by e-mail you will be required to sign a paper copy when invited to interview.)

**Signed:** ..... **Date:** .....

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# Voluntary Application Form Instructions

## **Page 1**

*Voluntary position applied for:* Write the name and indicate the service area. E.g. 'Play Worker' – Children & Young People

*Contact details:* Provide your current contact details. If you currently have more than one address, write the details of the second on a separate sheet and attach to the main form.

## **Page 2**

*Employment / Voluntary work history:* Fill out all recent employment and voluntary placements here. You can continue on a separate sheet if necessary.

*Referee details:* Your first referee MUST be your current employer / voluntary supervisor (or your most recent if currently unemployed). The second reference should be another previous employer/manager, voluntary supervisor or a recent tutor. References from friends or colleagues are not usually accepted.

## **Page 3**

*Details of relevant qualifications / Learning and development activities:* These should be relevant to the voluntary opportunity applied for.

## **Page 4**

*Previous convictions / Health / Declaration:* Please read and sign. The self-declaration form can be found in the application pack or from The Action Group's website [www.actiongroup.org.uk](http://www.actiongroup.org.uk).

