



Volunteer Application Form

Strictly Confidential

To be completed by the applicant
Catton Park Trust is an equal opportunities employer

Personal Details

Please print details in black ink

Name: Mr/Mrs/Ms									
Address:									
E-mail:	Post Code:								
Daytime telephone number:									
Evening telephone number:									
Mobile number:									
Position applied for: Volunteer									
Date of application:									
How did you hear of this volunteering opportunity?									
Have you previously been employed by or volunteered with the Trust?	Yes / No								
Have you previously applied to the Trust for employment or volunteering?	Yes / No								
If yes to either of the two questions above, please state position and date:									
Do you require any special facilities to attend an interview or to undertake the volunteering work you seek? If yes, please give details:									
What is your age bracket?									
Under 18	<input type="checkbox"/>	18-24	<input type="checkbox"/>	25-40	<input type="checkbox"/>	41-64	<input type="checkbox"/>	65+	<input type="checkbox"/>

Areas of Interest

Please let us know which area or areas of Catton Park Trust you would be interested in being involved in:

Stewarding	<input type="checkbox"/>	Litter Picking	<input type="checkbox"/>	Tree Cutting	<input type="checkbox"/>	Office/Admin	<input type="checkbox"/>
Car Park	<input type="checkbox"/>	Online/Website	<input type="checkbox"/>	Groundwork	<input type="checkbox"/>	Maintenance	<input type="checkbox"/>
Dog Warden	<input type="checkbox"/>	Serving Drinks	<input type="checkbox"/>	Painting	<input type="checkbox"/>	Cleaning	<input type="checkbox"/>

If you think that you may be able to help the Trust in any other way, please state below:

Some areas may require relevant training or work experience which will be provided

Availability

If you are able, please give us some idea of your availability below:

Monday	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>
Tuesday	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>
Wednesday	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>
Thursday	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>
Friday	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>
Saturday	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>
Sunday	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>

Please tell us a bit more about yourself including:

Why do you want to be a Volunteer?

What are your strengths?

Do you have particular skills that will benefit the role?

What do you hope to achieve from this opportunity?

References

Please provide the name and address and telephone number of TWO referees of whom enquiries may be made (This can be a trusted adult who has known you for at least 3 years, for example teacher, guide/scout leader etc. Please note that at least one should be a business where possible):	
1.) Business	2.) Personal
Tel:	Tel:
<i>Note: Offers of volunteering opportunities are subject to references being satisfactory to the Trust. Any attempt to mislead the Trust in the answers you give to any of the questions asked in this application form may render null and void any agreement subsequently entered into.</i>	
Signed:	Date:

Recruitment Policy

The Catton Park Trust has charitable objectives to work with people of all ages. To safeguard their welfare the Trust will undertake a CRB (Criminal Records Bureau) check for all employees and volunteers, or an enhanced CRB check for those working directly with young people and/or vulnerable adults. A satisfactory CRB disclosure document will need to be received by the Trust prior to any employee or volunteer working unsupervised.

In addition to the CRB process every employee will be required to provide two references including a character reference and a professional reference from the most recent employer. A professional referee must be a previous line manager or someone more senior within the organisation. For those that have worked with young people and/or vulnerable adults before and it is not the most recent employment they will be required to provide an additional referee for that employment, again this must be a line manager or someone more senior within the organisation.

Volunteering with the Trust is therefore subject to a satisfactory CRB, or enhanced CRB disclosure, and appointment will be subject to this and comprehensive reference checks.

For Internal Use Only

<i>To be completed by the Volunteer Co-ordinator</i>	
Action: Interview / Hold / Decline	
Date of interview:	
Outcome of interview:	
If unsuccessful, has the Applicant been informed Yes/No	Date:
If successful, what is the agreed start date:	Date:
Volunteer Co-ordinator signature	Date: