

Volunteer Application Form

Desired Project

Thank you for your interest in volunteering with Penumbra. The information provided on this form will be treated in confidence.

Contact Details

First name

Surname:

Address:

Postcode:

Telephone:

Email:

Where did you hear about this opportunity?

Information

Are you eligible to work in the UK?

Yes No

Do you hold a full, clean driving license valid in the UK?

Yes No

Do we need to make any specific arrangements in order for you to attend the interview?

Yes No

If yes, please give details:

Are you related to any current Penumbra employees/volunteers?

Yes No

If yes, please give details:

Are you currently a member of the PVG Scheme?

Yes No

When are you available to work? (This will normally only apply for service provision posts)

Days Yes No

Evenings Yes No

Weekends Yes No

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Employment/Volunteering History

Starting with the most recent please give details of your previous employment. Please let us know if these were full time/part time, or voluntary positions.

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|---------------------|--|---------------------|--|
| Name of Employer: | | | |
| Address & postcode: | | | |
| | | | |
| Job Title: | | | |
| Employed from: | | Employed to: | |
| Salary: | | Reason for leaving: | |

Summary of your duties and responsibilities in this role:

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| Name of Employer: | | | |
| Address & postcode: | | | |
| | | | |
| Job Title: | | | |
| Employed from: | | Employed to: | |
| Salary: | | Reason for leaving: | |

Summary of your duties and responsibilities in this role:

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|---------------------|--|---------------------|--|
| Name of Employer: | | | |
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| | | | |
| Job Title: | | | |
| Employed from: | | Employed to: | |
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Summary of your duties and responsibilities in this role:

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Additional Employment/Volunteering experience:

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Education and Training

Please use this section to tell us about your education and any other relevant qualifications.

School Education

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College/University Education

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Professional Membership

Please give details of any professional memberships you currently hold.

Professional body:

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Member since:

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References

Please give the name of 2 referees. Your first referee should be your current or most recent employer. The second referee should be a previous employer. If this is your first job please give details of your head teacher or college tutor. If your previous employer no longer exists, please give the name of a responsible person to act as a personal referee, this person must not be related to you and must have known you for at least 3 years.

Reference 1

Name:

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Position (job title):

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Relationship:

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Organisation:

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Reference 2

Name:

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Position (job title):

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Relationship:

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Organisation:

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Volunteer Application Form

Address & Postcode:

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Address & Postcode:

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Telephone:

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Telephone:

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E-mail:

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E-mail:

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May we contact this referee prior to appointment? Yes No

May we contact this referee prior to appointment? Yes No

Rehabilitation of Offenders Act (Exceptions) Order 1975

The nature of the work for which you are applying requires that this post is exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975 and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Penumbra

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges (please tick)? **Yes** **No**

Are you aware of any adverse information that is currently held against you (please tick)? **Yes** **No**

Personal Statement

Please use this section to tell us about you your experience and what skills you can bring to Penumbra. Tell us about why you would like to volunteer, what you hope to achieve and any other relevant information.

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Continue on a separate sheet if necessary

Declaration

I confirm to the best of my knowledge the information in this application form is true and correct to the best of my knowledge and belief and will be treated as part of any subsequent contract of employment.

Signed:

Date:

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Please return this form to:

recruitment@penumbra.org.uk

Alternatively you can post it to us at:

**Penumbra – FAO Recruitment
Norton Park
57 Albion Road
Edinburgh
EH7 5QY**

If you have any questions, please contact our recruitment team on 0131 475 2578