

**Volunteer Application Form**

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| Title |  |
| Surname |  |
| First Names |  |
| Address |  |
| Contact Number |  |
| Email Address |  |
| Have you held a Full Driver’s Licence for the last 12 months? |  |

Please tell us what sort of voluntary work at MK Snap you would be interested in. Please include any special interests/hobbies that you have.

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Do you have any experience of working with people with a learning difficulty? If yes, please could you tell us about your experience.

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Why have you decided to volunteer at MK Snap?

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Please tell us about any previous or current voluntary work experience you have.

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How did you find out about Snap and what do you know of our charity?

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What is your availability to volunteer?

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| *Our Learners are on site from 9.15am to 2.45pm. Please indicate the times, days and frequency that you can volunteer.* |

Please give details of two references that have known you for a minimum of two years who we can contact.

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| **Reference 1** |
| Name: |  |
| Address: |  |
| Phone Number: |  |
| Email Address: |  |
| In what capacity do you know them? |  |

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| **Reference 2** |
| Name: |  |
| Address: |  |
| Phone Number: |  |
| Email Address: |  |
| In what capacity do you know them? |  |

MK Snap endeavours to be an equal opportunities employer

Recruitment checks for volunteers

If you are offered a voluntary position which allows close contact or lone working with people we support, we will conduct an enhanced DBS check. Please read the below information regarding these checks and tick the relevant boxes if you agree to this.

## Declaring relevant offences

The work for which you are applying involves substantial opportunity for access to children and/or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would be regarded as "spent" under this act, and any cautions or bind-overs. You are also required to disclose details of any other issues which could have an adverse impact on your suitability for employment in the role applied for. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision, we will consider the nature of the offence, how long ago and your age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to our published Equal Opportunities Policy.

Failure to declare a conviction, caution, bind-over or other relevant information relating to your suitability for employment may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

A copy of this disclosure of information notice will be sent to your referees.

## Disclosure Information

I confirm that the information I have given is correct. I also confirm that I understand MK Snap required a full DBS disclosure. Any information provided may be held by MK Snap in accordance with the Data Protection Act 1998.

I have read and agree to the above: …………………………………………………………. Signature ………………..Date

 If you wish to disclose further information at this stage regarding the above, please provide details on a separate piece of paper. (Only sign this section if you wish to disclose information)

I wish to disclose further information ………………………………………………………. Signature ………………..Date

MK Snap will retain your details for a period of 12 months. If shortlisted you will be asked to sign this form at interview

Thank you for completing this application. Please return via email to steve.oliver@mksnap.org or you can send it to the below address:

Steve Oliver

MK Snap

20 Bourton Low

Walnut Tree

Milton Keynes

MK7 7DE