##### Application for volunteer placement

**Personal details (in block letters)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First name:** |  | | **Last name:** | |  |
| **Previous name(s):** |  | | **Known as:** | |  |
| **Address:** |  | | | | |
| **Home tel:** |  | | | **Mobile:** |  |
| **Email:** |  | | | | |
| **Date of Birth:** |  | | | | |
| **Preferred method of communication:** | | Email  Mobile  Home telephone | | | |

|  |  |
| --- | --- |
| **Preferred placement** | **Relevant skills** |
| Group activities (please highlight your choice)   * Gardening Group * Sports Club * Making music * Computer Club * Arts/crafts Club * Chapel * 1:1 befriending * Fundraising * Administration   Other (please specify skills you can offer) |  |
| **Availability - preferred days of the week** | **Time of day – please indicate availability** |
| Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday  Ad hoc  (Please highlight your choice) | Usually 10am – 12.30pm and 1- 3.30pm for activities. Other placements TBC |

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| **What inspires you to want to volunteer for the RHN?** |
|  |

|  |  |  |
| --- | --- | --- |
| **Once completed, please return this form to:** | Emma Cartwright, Volunteer Coordinator, RHN, West Hill, London SW15 3SW  E: [ecartwright@rhn.org.uk](mailto:ecartwright@rhn.org.uk) T: 020 8780 4500 x 5952 | |
| **Office use only:** |  |  |

**Relevant training, skills and experience**

|  |  |  |
| --- | --- | --- |
| **Where obtained** | **Training / skill / aptitude** | **Date obtained** |
|  |  |  |

**Present / past volunteer placements**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Position / volunteer placement** | **Dates** |
|  |  |  |

**References**

Please give the names, email and postal addresses of one personal and one professional referee (e.g. Doctor/Teacher). Please note that when providing theses contact details, you are also giving the RHN consent to contact your referees following receipt of your application form.

**Reference 1 – Professional referee**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | **Job title:** | |  |
| **Company:** |  | **Relationship to you:** | |  |
| **Address:** |  | | | |
| **Email** : |  | **Telephone number:** |  | |

**Reference 2 – Personal referee (but not a family member)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | **Job title:** | |  |
| **Address:** |  | | | |
| **Email** : |  | **Telephone number:** |  | |

|  |  |
| --- | --- |
| Criminal convictions | |
| The RHN is exempt from the Rehabilitation of Offenders Act 1974 so you must declare all convictions (spent and unspent) and any cautions. Disclosure of a conviction, caution or reprimand does not necessarily mean that you will not be appointed. However an offer of a placement may be withdrawn or dismissal may result if criminal offences are not disclosed. | |
| Have you ever been convicted of a criminal offence? | No  Yes. Give full details below\*: |
| A DBS check will be carried out as part of the application process. | |

**Declaration**

I confirm that to the best of my knowledge all information I have given in my application is correct and can be treated as part of any subsequent honorary contract. Any false, deliberate omission or misleading information may be sufficient cause for rejection or cessation of volunteer placement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

If returning by email, please check this box to confirm your agreement to above statement:

**Thank you for your interest in volunteering for the RHN. Due to the high level of interest we receive it may not be possible to accommodate your request at this time. Should this be the case we would like to thank you for your time and effort in submitting your application.**