# Volunteer Application Form Guidance Notes

 January 2015

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## It is our intention to appoint the most suitable candidate for every Volunteer Role in accordance with our Equality and Diversity policy. To do this fairly we need all applicants to provide relevant information about themselves to be assessed against the criteria in the relevant Volunteer Role Profile.

## We are not able to consider previous applications or personal knowledge of you. This means that if you already work for See Me either on a paid or voluntary basis, we will not take account of your personnel file or refer to your manager unless you have asked them to provide a reference for you.

## Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the volunteer role and our decision whether or not to progress your application will be based on this information.

## General Points

## Be sure to fill in the volunteer title and reference number (if appropriate) from the advert to ensure you are considered for the right post.

## If you need any help completing the form, please contact us.

## Please complete all sections of the form, we will be unable to consider incomplete applications.

## CV’s will not be accepted.

## Skills/Experience/Knowledge

## Please provide details of any previous skills, knowledge or experience.

## Some people will have developed relevant skills through previous voluntary work. If you include any voluntary work, list the name and address of the organisation/group involved and the relevant dates.

## References

## As an organisation working with vulnerable adults, safeguarding and protecting people with whom we engage is an integral part of our work. We are rigorous in our reference checks for this reason.

## All written references must be obtained prior to volunteering being confirmed.

## You are asked to provide names and full address of two referees. If possible one of these should be from someone who has known you in an employment or volunteering capacity. If this is not possible then consider if there is someone else who could provide a reference such as previous school teacher, support worker or GP.

## Diversity Monitoring

## See Me is committed to equal opportunities in our recruitment processes. In order to find out how well we are doing this we need to collect monitoring data using the Equal Opportunities monitoring sheet.

## It is important for you to let us know if you have any individual needs if you are disabled for the purposes of this recruitment process, for example, in relation to the completion of the application form; for the interview; or in general, for the purposes of attending the interview (e.g. physical access, communication support, personal support). A member of the See Me administration team will contact you if you have identified any reasonable adjustments.

## See Me uses the Guaranteed Interview Scheme (Positive about People with Disabilities). Disabled applicants who meet the essential criteria outlined in the Volunteer Role Profile will be guaranteed an interview.

## Disqualification from working with children or vulnerable adults

## If you are disqualified from working with children or vulnerable adults we are unable to consider you for jobs that involve working with these groups. You are therefore asked to declare whether you are disqualified.

## Returning the form

## You should keep a copy of the form if possible.

## Please return your completed application form as instructed in the accompanying letter, by the relevant closing date. If it arrives late we may not be able to consider you.

## If you require any further advice on any of the above, please phone or email the See Me administration team. Contact details are in the Volunteer Handbook.