

APPLICATION FOR EMPLOYMENT

Please complete all sections of this form in black. Note that pages 1 – 3 will be detached and not seen by those involved in shortlisting. If you are completing this form electronically you may edit the layout as long as all the information requested is given and clearly set out. You should show your suitability for this job in line with the information provided in the job description and person specification, giving examples, which may be taken from experience gained outside of paid employment. You may use additional sheets if you need extra space, but do not include your name on these.

**Job Title:** Volunteer Manager

**Personal information**:

Surname: Title: Forenames:

Permanent Address (including post code): Contact Address (if different):

Daytime telephone no: Evening telephone no:

Mobile telephone no: Email:

Are you over 18? (please ring as appropriate) Yes / No

Where did you see this position advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you required to have a visa or work permit to be employed in the UK? Yes / No

If yes, please give details including the expiry date of any visa / permit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have specific requirements relating to equal opportunities? Yes / No

If you have any particular requirements you may wish to give details in a sealed envelope with your name and ‘Special Requirements’ written on it. This envelope will only be opened if you are shortlisted for interview so that we can consider your needs both then and during your employment.

Do you have any criminal convictions? Yes / No

If Yes, please give details on a separate sheet of paper in a sealed envelope. Please also disclose any ongoing police investigations and pending prosecutions. Such a disclosure will not necessarily be a bar to employment with One25 and will not result in you being treated unfairly.

Are you available for interview on the date(s) given? Yes / No

If no, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If appointed, when could you start with One25? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**Please give details of two referees whom we may approach for a reference. One of them should be your current (or most recent) employer or your current educational establishment. Please indicate the earliest stage that we may apply for a reference. We will not confirm an appointment until satisfactory references have been received.

|  |  |
| --- | --- |
| Name:Position:Organisation:Address:Telephone:Email:Capacity in which known by you:When may we take references? | Name:Position:Organisation:Address:Telephone:Email:Capacity in which known by you:When may we take references? |

**Declaration**I confirm that to the best of my knowledge the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.

I also consent to the information provided on my application being stored on a manual and / or computerised filing system in line with Data Protection legislation until the post for which I am applying has been filled.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed application form, marked "Private and Confidential" to:

The Executive Assistant (HR)
One25 Limited
The Grosvenor Centre
138A Grosvenor Road
St Pauls
Bristol
BS2 8YA

Or as an email attachment to jobs@one25.org.uk using .doc or .rtf format.

**Employment history**

Give details of your employment history starting with your current or most recent employer and working backwards. Please account for any gaps in your employment history. If you have not worked before, or if you have been out of work for some time, please describe how you have gained relevant experience for your application.

If this experience you are listing was gained in a voluntary role please specify this.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's name and type of business: | Dates employed (month / year): | Job title and main duties: | Reason for leaving:  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional Association Membership**

|  |  |  |
| --- | --- | --- |
| Name of Professional Association: | Year joined: | Grade / level: |
|  |  |  |

**Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Place of study: | Dates:  | Qualifications: | Subjects: |
|  |  |  |  |

**Training**

Give details of any training you have had which is relevant to the job that you are applying for. Include any on-the-job training as well as formal courses.

|  |  |  |
| --- | --- | --- |
| Title of training and brief description: | Date (approx): | Length of course: |
|  |  |  |

**These questions are your opportunity to tell us about your abilities, skills and experience that you will bring to the role of Volunteer Manager.**

In the following boxes focus on providing evidence and relevant examples which demonstrate how you meet the requirements set out in the Person Specification. We would expect your answers to be in the region of 300 / 400 words for each question other than 1 and 11.

|  |
| --- |
| 1. Please circle as appropriate if you have the following qualifications / experience:

A Levels or equivalent qualifications Yes NoMaths GCSE or equivalent Yes NoExperience of volunteering or working with volunteers Yes NoExperience of organising and facilitating events Yes NoExperience of presenting to groups Yes NoExperience of designing and delivering training Yes NoExperience of working in the voluntary sector Yes NoExperience of working for an organisation that supportsindividuals with complex needs such as addiction, domestic violence, homelessness, poor mental / physical health and or street sex work. Yes NoUnderstanding of employment law Yes No |
| 1. Why are you interested in working for One25 in the role of Volunteer Manager? And why do you think you would be a good candidate for this role?
 |
| 1. Tell us about your experience of volunteering or working with volunteers. What do you see as the challenges and benefits of working with volunteers?
 |
| 1. Working with over 100 volunteers you will need good administrative skills and the ability to use electronic systems to input and retain accurate records. Tell us about your administrative and IT skills demonstrating how you have used these when organising or communicating with large numbers of people.
 |
| 1. Describe an occasion when you had to manage your time effectively, working under pressure & taking account of conflicting demands to meet multiple deadlines whilst maintaining good attention to detail.
 |
| 1. Tell us about your experience of organising and facilitating events and of presenting to groups.
 |
| 1. How would you motivate, inspire and value volunteers?
 |
| 1. Tell us about your ability to build positive relationships with a wide range of people including clients, colleagues, and representatives of other agencies such as local authorities and statutory services, and the general public.

  |
| 1. Describe a situation or task where you have used an analytical approach to organise and interpret data.
 |
| 1. Tell us what ideas you would have around increasing the diversity of our volunteers.
 |
| 1. Tell us any about any other experiences or skills that you have that you think will equip you for this role.
 |