



Newmarket Open Door Ltd

local churches working for local people

Registered Charity No: 1070554

Company No: 3505843

Volunteer Application Form

(It is useful to know what skills people may have other than the current volunteers post)

Post applied for: _____

Name: _____

Address: _____

Post Code: _____

Telephone: _____ (Home)

_____ (Work)

Do you hold a current full driving licence? Yes/No

Do you have any health problems, which might affect your ability to carry out your duties? Yes/No

If yes, please give details _____

Do you have a disability? Yes/No

If yes, please give details _____

When would you be able to start?

How much time do you think you can give on a regular basis:

Mon _____ Tues _____ Weds _____ Thurs _____ Fri _____ Sat _____

Every fortnightly _____

Every month _____

How did you learn of this vacancy?

Paid employment

Employer	Job Title	From	To	Reason for leaving

Voluntary work

We are interested in any unpaid work experience you feel is relevant. Please give dates and explain what skills and/or experience you gained. Remember membership of management committees, local groups etc is unpaid work.

Education and professional training:- if applicable

Secondary Schools and/or Colleges attended	Full or Part time	From	To	Qualifications gained

Other formal or non-formal training

e.g. Training courses, evening classes, workshops etc. with dates

Please describe any life or work experience, skill or knowledge you have relevant to volunteering.

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Rehabilitation of Offenders Act 1974

Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions) 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 appointment any failure to disclose such conviction could result in the withdrawal of approval to work for Newmarket Open Door.

Have you ever been charged with a conviction of a criminal offence; or are you at present the subject of criminal investigations? (N.B. The disclosure of an offence may not prohibit your appointment.)

YES

NO

If yes, please give details including the nature of the offence(s) and dates

I confirm that the submitted information is correct and complete.

Signed: _____ Date: _____

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Monitoring Form

Newmarket Open Door wishes to employ the best possible staff and therefore intends to work towards equality of opportunity. We therefore welcome applications from all sectors of the community. To assist us in making sure that our equal opportunities policy is being carried out, we review our recruitment and selection procedures to ensure our equal opportunities policy is being properly operated. To help us in this process, we would be grateful if you would complete the details below and return this form with your application form.

The monitoring form does not constitute any part of the short-listing or interview process. If you choose not to complete this section, your application will not be affected. The information will be treated as strictly confidential to Newmarket Open Door and will not be given to anyone else or used in any other way.

The post applied for: _____

Date: _____

To which of the following ethnic groups would you describe yourself as belonging

Asian
African
British/European
Caribbean
Irish

South East Asian
Combination of above groups
Other
Question refused

Do you consider yourself to be:

Black
White

Mixed
Other

I describe my gender as (please tick)

Male

Female

How did you hear about this post?

Please give the names of two people who will provide references on your behalf, one can be from your present or most recent employer.

Name: _____

Address: _____

Job Title: _____

Name: _____

Address: _____

Job Title or Relationship: _____

References will not be taken up before interview.

I confirm that to the best of my knowledge the details given in this application are correct.

Signature: _____

Return to: Newmarket Open Door Ltd
Portland House
188 High Street
Newmarket
Suffolk
CB8 9AP