**The Centre for Capacity Building and Enterprise Development**

**Application Form for Volunteers**

Please answer all questions as fully as possible. All answers will be treated in strict confidence. If you need help completing this form please call us on 0117 9145472

**Your Personal Details**

**Your Full Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Postcode:** Click or tap here to enter text.

**Telephone number:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

**Do you have any special needs or requirements that we would need to make adaptions for if you were to become a volunteer? Please give details**

Click or tap here to enter text.

**Which Languages do you speak?**

[ ] **English**

[ ] **Arabic**

[ ] **Somalian**

[ ] **Urdu**

[ ] **Kurdish**

[ ] **Other (please specify)**

Click or tap here to enter text.

**The Role**

**Which Volunteer role are you applying for:** Choose an item.

**Please tell us why would you like to volunteer at CCBED?**

Click or tap here to enter text.

**Please tell us about any relevant work, qualifications or life experience that you think would be useful to a role as a volunteer at CCBED**

Click or tap here to enter text.

**References**

Please give us the names and addresses of 2 referees. They should have known you for at least a year, and cannot be a member of your family. One of these people should ideally be a previous employer, tutor or volunteer manager.

|  |  |
| --- | --- |
| **First Referee** | **Second Referee** |
| **Name:**  |  | **Name:** |  |
| **Position held:** |  | **Position held:** |  |
| **How do you know them?:**  |  | **How do you know them?:** |  |
| **Contact Address:** |  | **Contact Address:** |  |
| **Telephone Number or email** |  | **Telephone Number or email** |  |

**Criminal Convictions**

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

If you have any unspent convictions we ask that you declare this to us during the interview stage. DBS checks may need to be undertaken for certain roles within CCBED and you will be advised of this when invited for interview.

**Declaration**

***I, the undersigned hereby declare that the information I have provided is true and accurate. I understand that if I failed to disclose information or provided false information it could result in disciplinary proceedings or dismissal.***

Signature: Click or tap here to enter text. Date: Click or tap here to enter text.