

## VOLUNTEER : Application Form

Thank you for your interest in The Hope Hub, a registered Charity (CIO), purposefully seeking to support vulnerable people who are/may be at risk of becoming homeless. You are applying to join us at an exciting time.



Please complete your application accurately, giving as much detail as possible of your skills and experience. A cover letter and CV is also welcomed as part of your voluntary application.

**To complete this form using Microsoft word please save a copy to your own computer.** Use the tab key to move through the various sections and enter details as directed. You can email the completed document or send a printed copy as per your preferences.

During the application process, The Hope Hub will hold your information electronically and/or on hard copy with your permission. If you are appointed to the role, your details and all personnel records will be held for HR purposes and used expressly in connection with any work/role you undertake for The Hope Hub.

<b>Title of post applied for</b>			
<b>Advertisement seen in</b>		Internet: Y / N _____	Referral from Contact: Y/N
<b>Title</b> (eg: Mr, Mrs, Miss, Ms)	<b>Surname or family name</b>	<b>First or other names</b>	
<b>Address with Postcode</b>			
<b>Email Address</b>			
<b>Home Tel</b>			
<b>Mobile No</b>		<b>Work Tel</b>	
<b>Do you have the right to work in the UK?</b>		<b>Yes / No*</b> (* - delete as applicable)	
Note: we will require proof of this right before an offer of employment can be confirmed.			
<b>Do you have access to your own car?</b>		<b>Yes / No*</b> (* - delete as applicable)	
(see person specification for need)			
<b>What days and times are you able to volunteer?</b>		Days: From:	To:
<b>EDUCATIONAL, TECHNICAL &amp; PROFESSIONAL QUALIFICATIONS (if relevant)</b>			
(please provide details of all qualifications below, if necessary, please continue on a separate sheet)			
<i>Place of study/professional body</i>		<i>Attainment level/results</i>	

**PERSONAL DEVELOPMENT** (including any courses, membership, voluntary work or responsibilities you consider relevant with outcomes where applicable, if necessary, please continue on a separate sheet)

<i>Provider</i>	<i>Type of development</i>

**EMPLOYMENT HISTORY (voluntary and paid)**

Please give details of all posts held since leaving full-time education and account for any gaps in employment . (if necessary, please continue on a separate sheet)

**Present Or Last Employer** - *Please provide name and address*

Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving		current salary	£
Notice required			

**Previous Employer** - *Please provide name and address*

Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			

**Previous Employer** - *Please provide name and address*

Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			

**YOUR AIMS AS A VOLUNTEER**

Please write a few lines why you are interested in Volunteering with The Hope Hub and what role(s) you are interested in.

Do you wish to return to paid employment in due course?

Would you welcome some assistance as part of your volunteering with us at an agreed point?

**References**

Please give the name and address of the persons The Hope Hub can apply for a reference. One of the persons SHOULD BE A PAST / PRESENT employer and someone who knows you well if you have not been employed in the recent past.

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel. No:</b>	<b>Tel No:</b>
<b>Email:</b>	<b>Email:</b>
<b>Occupation:</b>	<b>Occupation:</b>

<b>In what capacity are you known to them?</b>	<b>In what capacity are you known to them?</b>
<b>References will only be requested after the voluntary offer as been made.</b>	
<p><b>Are you willing to have a Volunteer DBS Check?</b>    Yes / No</p>	
<p><b>CRIMINAL OFFENCES</b></p> <p>Convictions, not including convictions, cautions, reprimands or final warnings which are “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), must be disclosed for the purposes of this job application. The Hope Hub will determine the relevance of any convictions to the post applied for. If appointed to the position for which you are applying you will be required to apply for a DBS Disclosure at the level appropriate to the role.</p> <p>Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. However, if appointed, failure to disclose any criminal conviction now could lead to termination of your employment.</p> <p><b><i>Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?</i></b></p> <p><b>Yes / No*</b>    (* - delete as applicable)</p> <p><i>If Yes, please give details on a separate page and enclose in a separate envelope</i></p>	
<p><b>I confirm that the above information is correct to the best of my knowledge. I consent to The Hope Hub processing, by means of a computer database or otherwise, any information I provide them for the purpose of employment by The Hope Hub.</b></p> <p><i>Note: This information will only be used for selection purposes.</i></p>	
<b>Signed</b>	<b>Date</b>
<b>Print Name</b>	

You can return this application form in a sealed envelope by post and marked **CONFIDENTIAL** to us at The Hope Hub operation offices at:

**The Hope Hub  
227 London Road  
Camberley  
Surrey GU15 3ER**

**OR**

**Email:                   The named contact associated with the Advertisement**

[www.thehopehub.org.uk](http://www.thehopehub.org.uk)

Thank you for applying to The Hope Hub.



### Recruitment Analysis Form – Staff and Volunteers

The information you supply will be separated from your application upon receipt. This information is not part of your application and will not be used in any part of the selection process. Completing this form is entirely optional.

<p><b>Position applying for:</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<p><b>6. Nationality:</b></p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<p><b>1. Where did you see this post advertised or how did you learn of this position?</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<p><b>7. Ethnicity:</b></p> <p>White: British <input type="checkbox"/></p> <p>White: Irish <input type="checkbox"/></p> <p>White: Gypsy or Irish Traveller <input type="checkbox"/></p> <p>Mixed: White &amp; Black Caribbean <input type="checkbox"/></p> <p>Mixed: White &amp; Black African <input type="checkbox"/></p> <p>Mixed: White &amp; Asian <input type="checkbox"/></p> <p>Asian or Asian British: Indian <input type="checkbox"/></p> <p>Asian or Asian British: Bangladeshi <input type="checkbox"/></p> <p>Asian or Asian British: Chinese <input type="checkbox"/></p> <p>Black or Black British: African <input type="checkbox"/></p> <p>Black or Black British: Caribbean <input type="checkbox"/></p> <p>Arab <input type="checkbox"/></p> <p>If other Ethnic Group or if you would prefer to use your own definition, please specify:</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<p><b>2. Gender</b></p> <p>Female <input type="checkbox"/></p> <p>Male <input type="checkbox"/></p> <p>If you prefer to use your own term please provide this here:</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<p><b>8. Religion and Belief</b></p> <p>Buddhist <input type="checkbox"/></p> <p>Christian <input type="checkbox"/></p> <p>Jewish <input type="checkbox"/></p> <p>Muslim <input type="checkbox"/></p> <p>Non-religious (Atheist etc) <input type="checkbox"/></p> <p>Sikh <input type="checkbox"/></p> <p>If you prefer to use your own definition please provide this below:</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<p><b>3. Gender Identity</b></p> <p>Is your gender identity the same as the gender you were assigned at birth?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
<p><b>4. Sexual Orientation:</b></p> <p>Bisexual/Transgender <input type="checkbox"/></p> <p>Gay man <input type="checkbox"/></p> <p>Gay woman/lesbian <input type="checkbox"/></p> <p>Heterosexual/straight <input type="checkbox"/></p> <p>If you prefer to use your own term please provide this here:</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
<p><b>5. Disability:</b></p> <p>Do you consider yourself to have a disability?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	