



Registered Charity Number 1086140

### APPLICATION FORM FOR VOLUNTEERS

#### PERSONAL DETAILS (in block capitals please)

Last name \_\_\_\_\_ Mr/Mrs/Miss/Ms

First name(s) \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Home Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Daytime Telephone Number if Different \_\_\_\_\_

Person to Contact in Case of Emergency \_\_\_\_\_

#### AVAILABILITY

Please give details of any existing work/voluntary commitments.

\_\_\_\_\_

\_\_\_\_\_

Please tick to indicate when you are most likely to be available to volunteer.

Please give as many alternatives as possible. Flexible times can be arranged.

	Mon	Tues	Wed	Thurs	Fri
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### EXPERIENCE

##### QUALIFICATIONS

What qualifications, (academic or otherwise) do you hold?

\_\_\_\_\_

\_\_\_\_\_

What skills and experience can you bring to Headway? (previous employment, voluntary work, training, relevant personal experience, interests)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_



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**VOLUNTEERING**

Why do you want to be a volunteer with Headway Portsmouth and South East Hampshire?

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What do you think Headway Portsmouth and South East Hampshire can offer you?

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**REFEREES**

Please give us the names and addresses of two people who can be asked to provide references. References will not be taken up until after interview.

Name \_\_\_\_\_

Address \_\_\_\_\_

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Telephone \_\_\_\_\_

Email for contact: \_\_\_\_\_

In what capacity known? i.e. friend, colleague etc.

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Name \_\_\_\_\_

Address \_\_\_\_\_

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Telephone \_\_\_\_\_

Email for contact: \_\_\_\_\_

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Headway Portsmouth and South East Hampshire aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Headway welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from volunteering. This will depend on the circumstances and background to your offences.



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As Headway Portsmouth and South East Hampshire meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, in positions for which it is appropriate, potential volunteers will be subject to an enhanced check from the Disclosure and Barring Service, before their acceptance is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Signed.....

Date.....

Please return this form to:

Jo Dallas  
Service & Funding Manager

Headway Portsmouth and South East Hampshire  
Mountbatten Centre  
Alexandra Park  
Twyford Avenue  
Portsmouth  
PO2 9QA

Tel: 023 664972

E-mail: [info@headwayportsmouth.co.uk](mailto:info@headwayportsmouth.co.uk)