

**RECRUIT /APP1 APAPP1**

**Application No:**

*ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL*

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| **Tell us about you** |
| **Full name:**  |
| **Address:** I give my permission to be contacted via this method: Yes/No | **Postcode**:  |
| **Telephone:** I give my permission to be contacted via this method: Yes/No | **Mobile:** I give my permission to be contacted via this method: Yes/No  | **Email:** I give my permission to be contacted via this method: Yes/No  |
| Do you drive/have access to a car? [ ]  Yes [ ]  No  |
| **Visas**: If you are staying in the UK on a visa we recommend that you check your immigration status before volunteering, as certain groups may have limitations in place with regards to voluntary work. |

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| **How did you hear about volunteering for Housing Rights? (Please tick)** |
| [ ]  Housing Rights website[ ]  Social media[ ]  Further or Higher Education institution[ ]  Word of mouth[ ]  Community NI[ ]  On another website[ ]  A family member/friend volunteers/used to volunteer for Housing Rights[ ]  Housing Rights staff member or training course[ ]  Other (please state)  |

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| **Your interests and skills** What area/s of volunteering are you interested in? (Please tick) |
| [ ]  Advice/ Helpline | [ ]  Communications/Graphic Design |
| [ ]  Fundraising / Events  | [ ]  Reception / telephone skills |
| [ ]  Working with the public | [ ]  Business Development  |
| [ ]  Policy / Research | [ ]  Administration  |
| [ ]  ICT / Databases | [ ]  Delivering training |
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| **Which volunteer role are you applying for?**  |
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| **Why do you want to volunteer at Housing Rights and what would you like to gain from your volunteering experience?** |
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**Your availability** (Please tick)

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| --- | --- | --- | --- | --- | --- |
|  | **MON** | **TUES** | **WEDS** | **THURS** | **FRI** |
| **MORNING**  |       |  |  |  |  |
| **AFTERNOON** |  |  |  |  |  |

**EDUCATION**

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|  | **QUALIFICATIONS ATTAINED** |
| **Dates** | **Type of qualification** | **Subjects Passed** | **Grade attained**  | **Date awarded** |
| From: | To: |
| **Secondary Education**  |       |  |  |  |  |  |
| **Further/Higher Education** *(name of university/**college)* |  |  |  |  |  |  |
| **Other Qualification****(e.g. Professional)** *(name of awarding body)* |  |  |  |  |  |  |

**PREVIOUS EMPLOYMENT OR VOLUNTEERING EXPERIENCE**

Please start with your present or most recent employment/voluntary placement and continue on separate sheet if necessary.

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| **From** | **To** | **Name & address****of Organisation** | **Role & Main Duties** |
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**EXPERIENCE/KNOWLEDGE**

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| **Tell us more about any relevant skills or experience you have that may be of use in volunteering for Housing Rights.** |
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**EQUAL OPPORTUNITIES**

Housing Rights welcomes volunteer applicants who bring a varied range of skills and abilities to the charity. We aim to create a positive environment that enables all volunteers to realise their full potential and seek to make reasonable adjustments to better support you in your role.

**Disability / Health**

Disability is defined as “any physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities and which has lasted or is likely to last for more than 12 months”.

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| If you consider yourself to have a disability what reasonable adjustments would be required to enable you to carry out your volunteering role? Please use this space to also tell us about any other health issues that could impact on your ability to do certain roles. |
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**Criminal offences**

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| Housing Rights is a supporter of the [Ban the Box campaign](https://www.bitc.org.uk/fact-sheet/employers-that-have-banned-the-box/), which believes that asking applicants about a criminal record at the voluntary role offer stage is a more appropriate time in the recruitment process to consider criminal convictions than at the initial application stage. At Housing Rights, we do not ask prospective volunteers questions about previous convictions at the time that they apply. This ensures that we consider applicants first and foremost on the grounds of their skills, experience and ability to do the volunteer role. We only ask applicants about criminal records when we make a voluntary role offer; we then ask them to make a confidential declaration in the form of a written disclosure statement. All information disclosed will be treated in the strictest confidence. We do this at the same time we take references. We reserve the right to withdraw a volunteer role offers should a disclosure be made that we feel places Housing Rights, or those related to the charity, at risk. |

**REFERENCES**

Please give details of two referees, at least one of whom should be able to provide information about your skills and experience in a work environment:

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| **Who can we contact as referees? It shouldn’t be a relative but can be a tutor, employer, work colleague or friend. If it is difficult for you to provide references please speak to us about this.**  |
| **1.**Name:       |
| Address:       | Postcode:       |
| Telephone:       | Email:       |
| How do you know this person?       |
| **2.** Name:       |
| Address:       | Postcode:       |
| Telephone:       | Email:       |
| How do you know this person?       |

I DECLARE THAT ALL INFORMATION I HAVE GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE.

**APPLICANT’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE SEND COMPLETED APPLICATION TO:**

**Sonya Bigg, Staff and Volunteer Development Coordinator
Email:** **recruitment@housingrights.org.uk**

**Post:** Housing Rights, The Skainos Centre, 239 Newtownards Road, Belfast, BT4 1AF

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| **For office use only:** |
| Volunteer recruited:        | Volunteer role/s:       |
| Informal interview:       | References completed: [ ]   |
| Access NI (if applicable) [ ]  | Risk assessment completed: [ ]  |
| Settling in period:        | Start date:       |