

Volunteer Application Form

Please complete this form in BLOCK CAPITALS.
All information will be treated as confidential



Your Full Name <i>(including title, Mr, Mrs etc)</i>	
Date of Birth	
Address	
Postcode	
Telephone No. (Day)	
Telephone No. (Evening)	
Mobile No.	
Email Address	
Occupation/School/College	
Chelmsford Mencap Membership No.	<i>If applicable</i>

Which area(s) of our work are you most interested in? *Please delete as necessary*

- GATEWAY CLUB (over 16's, club runs every Thursday term-time only 6.45pm-9pm)
- GATEWAY DANCE GROUP (over 16's, club runs every Monday term-time only 7pm-8pm)
- DAYBREAK SCHEME (under 18's, scheme runs Easter and Summer holidays 9am-4pm)
- DAYBREAK SATURDAY CLUB (under 18's, scheme runs every Saturday term-time only)
- DAYBREAK KIDS CLUB (5-16's, club runs every Tuesday term-time only 5pm-7pm)
- ADULT ADVENTURERS (over 19's, club runs Christmas, Easter & Summer holidays, times vary)
- CHELMFORD MENCAP (general flexible volunteering assistance for fundraising, outings and events, admin and promotional work)
- CMYC – YOUTH CLUB (16-25's, runs every Tuesday and half-terms only 6.15pm-8.45pm)

Please detail below past voluntary work

Have you any experience of people with a learning disability? Yes/No

If Yes, give details

Why would you like to become a Chelmsford Mencap volunteer?

What time do you have available for volunteering; please tell us if you are available for specific hours/days or even weeks/months

Please outline any special skills and interests including relevant qualifications you have to offer *(such as First Aid qualification or NVQ's)*

Please outline anything you would not like doing



Do you own a car/have use of a car? Yes/No

Please give details of two people (not relations) who can provide a character reference for you. Chelmsford Mencap will write in confidence to your referees and may follow up with a phone call.

1. Name: Address:
2. Name: Address:

Postcode: Daytime Tel No: Evening Tel No:
Postcode: Daytime Tel No: Evening Tel No:

How did you find out about volunteering for Chelmsford Mencap? *(please tick)*
 Web Site Local Press Chelmsford Mencap Recommended Other *(please detail)*

Chelmsford Mencap is committed to best practice in volunteer recruitment and will ensure that those working directly with children and vulnerable adults as a volunteer are appropriately screened and we will conduct a CRB (Criminal Records Bureau) check at no cost to you. Once suitable clearance and references are received we will proceed with your application and offer a volunteer placement, this can take up to six weeks.

The information provided on this application form will remain confidential and will be used for the purpose of selection. If your application is successful, Chelmsford Mencap may, from time to time, wish to process this information for personnel administration and business management purposes. Where this is the case processing, whether by means of a computer or otherwise, will take place in accordance with the provision of the Data Protection Act 1984 and 1998. By signing this form you will be providing Chelmsford Mencap with your consent to these uses.

DECLARATION

I declare that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from volunteering.

Signature	Date
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This agreement is binding in honour only, is not intended to be a legally binding contract with Chelmsford Mencap and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Thank you for completing this form, please return it to:

Chelmsford Mencap, PO Box 10476, Chelmsford, CM1 9NE

**For more information and up to date volunteering opportunities please visit our web site at:
www.chelmsfordmencap.org.uk**

For office use only:

Ref 1 Request sent: Reply received:
Ref 2 Request sent: Reply received: