

Date application received at
Community Focus

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communityfocus
THE ALL INCLUSIVE ART CENTRE

volunteerapplication

PLEASE COMPLETE ALL SECTIONS USING BLOCK CAPITALS
ALL DETAILS WILL BE TREATED AS STRICTLY CONFIDENTIAL

Name of applicant.....	Date of Birth.....
Address.....	Telephone (Home).....
.....	Telephone (Mobile).....
.....Postcode.....	Telephone (Daytime/Work).....
E-mail Address.....	Emergency Contact (Name and telephone).....
.....
Occupation.....

When are you available to start volunteering?.....

Please give details of your availability (i.e. days, times and proposed level of commitment)

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Please tick to indicate which areas you are interested in:

- Activities
- Office administration
- Outreach
- Publicity
- Fundraising

Please give details of any previous paid/voluntary work and skills or experience relevant to working in the areas you have ticked. Training and guidance will be given if you have no previous experience (Use a separate sheet if necessary)

(Previous experience continued)
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.....

Why do you want to volunteer at Community Focus?.....
.....
.....

How did you hear about Community Focus?.....
.....

Please give details of any medical information or special requirements we should be made aware of.....
.....

On receipt of your application form, you will be invited to Community Focus for an informal interview with the Volunteer Co-ordinator and you will be shown around the venue.

We take photographs and videos of our users and volunteers for promotional purposes. If you are happy to allow Community Focus to use your image, please indicate below.

I agree I do not agree Signed.....

We require two references e.g. college tutor, employer, doctor e.t.c.

Referee 1 (Please state relationship, e.g. tutor, friend, colleague, employer etc):

Referee 2 (Please state relationship)

Name.....

Name.....

Address.....

Address.....

Telephone.....

Telephone.....

E-mail.....

E-mail.....

Do you have a criminal record? Yes No

It is a legal requirement that Community Focus carries out Police checks for all staff and volunteers. Please do not be offended. As a voluntary organisation, we are required to take steps to protect those with whom we work – namely older and disabled people who come within the scope of the Rehabilitation of Offenders Act (Exemption) Order 1975. We therefore must ask for details of criminal convictions, whether 'spent' or not. We do stress that the existence of such a record will not automatically prevent you from volunteering with us.

Signature..... Date.....

Please ensure you have completed all the questions.

Return to The Administrator, Community Focus, Level 2 artsdepot, Tally Ho Corner, North Finchley, London N12 0GA. Tel 020 8369 5484 e-mail admin@communityfocus.co.uk

EQUAL OPPORTUNITIES MONITORING FORM

Community Focus is committed to equality of opportunity in all areas of work, from the recruitment and employment of our staff to the services provided to the community. We seek to provide an environment where all individuals achieve their maximum potential. In order to carry out this policy, it is necessary to monitor the ethnic origin of our service users, staff and volunteers. This type of classification system adopted is the one recommended by the Commission for Racial Equality, who after wide consultation found this system an effective method of monitoring equality of opportunity.

Completion of this section is voluntary and the information will be treated in strict confidence.

Please choose ONE section from A to E, and tick the box which most accurately describes your ethnic origin.

A White British

English Scottish Welsh Irish

Any other white background Please write in.....

B Mixed ethnic background

White and Black Caribbean White and Black African

White and Asian

Any other mixed background Please write in.....

C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

Indian Pakistani Bangladeshi

Any other Asian background Please write in

D Black, Black British, Black Scottish or Black Welsh

Caribbean African

Any other black background Please write in

E Chinese, Chinese British, Chinese English, Chinese Welsh or any other ethnic group

Chinese

Any other background Please write in