**A close up of a logo

Description automatically generated**

**Application Form: Administrative Volunteer**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **SURNAME:** | **FIRST NAME:** |
| Address: | |
| Telephone No. (day): | Telephone No. (evening): |
| Mobile No. (personal): | Email: |

**EDUCATION (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date From | Date To | Name of institution and Course/s or Subject/s studied | Grade/s and level of Award |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EMPLOYMENT (paid and voluntary - most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date From | Date  To | Full / Part Time | Title and Brief Details of Post | Employer’s name and place of work |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PERSONAL STATEMENT**

**Which post are you interested in applying for: (delete as applicable)** Web post/Design research post/Copywriting post

In **no more than 800 words** please address each of the desirable/essential parts of the personal specification with examples from your previous experiences and skills to show how you fulfil the criteria. Include one paragraph why you would like to work as an EachOther volunteer.

|  |
| --- |
|  |

**REFEREES**

Please provide details of two referees – referee 1 must be your most recent employer / lecturer / supervisor.

**Referee 1**

|  |  |
| --- | --- |
| Name |  |
| Relationship |  |
| Address |  |
| Email |  |
| Telephone |  |

**Referee 2**

|  |  |
| --- | --- |
| Name |  |
| Relationship |  |
| Address |  |
| Email |  |
| Telephone |  |

**Do you have any unspent convictions?** (delete as appropriate) Yes / No

If yes, please provide details

**THANK YOU FOR COMPLETING THIS FORM**

The closing date for applications is **9am on Monday 27 January 2020**. No applications will be accepted after this time. Please send this completed form along with our Diversity Monitoring Form to [volunteer@eachother.org.uk](mailto:volunteer@eachother.org.uk)

Interviews will be held during the week commencing **3 February 2020** at EachOther’s offices on Holloway Road. Skype interviews can be arranged if necessary.

A training and induction afternoon will be held on the week commencing **10 February 2020**.

Departures from this timetable will only be made in exceptional circumstances.

The information you have provided will assist us to work out whether you are suitable for volunteering with us. Volunteer appointments will be appraised after one month. At the end of the first month, if either the volunteer or the supervisor feels that the arrangement is not working, the possibility of other volunteer work may be discussed or a decision to bring the arrangement to an end may be made.

**SIGNED**

**DATED**