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|--------------------------|----|----|
| <u>Office use only:</u> | | |
| Date Received: | | |
| Induction: | | |
| Photo permission: yes/no | | |
| Emergency contacts: | | |
| Refs rec'd: 1. | 2. | |
| Shadowing: 1 | 2 | 3 |
| Accepted: Yes | | No |

HEART VOLUNTEER APPLICATION FORM

Please return your completed application form

- By email to volunteering@heartcentre.org.uk
- By post/hand in to:
HEART Volunteers
HEART
Bennett Road
Leeds LS6 3HN

Date of application:

Personal Details

Title: Mr Mrs Ms Miss Other (please state)

Surname/Family Name:

First Name(s):

Preferred First Name(s) (if different from above)

Home Address:

Postcode

Telephone Number (Day):

(Evening):

Contact e-mail Address:

Your availability:**Core volunteers**

HEART's core group of volunteers work specific shifts on a regular, weekly basis. If you are able to offer a regular weekly slot then please indicate (by ticking the relevant box) which shift/s you would be able to cover.

Please note: Most daytime week day slots are already covered by regular volunteers so we are especially interested in recruiting volunteers who are available in the evenings and on Saturdays.

However we always need additional people to cover for holidays and to double up on busy shifts.

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------|--------|---------|-----------|----------|--------|----------|
| 8.30-12.30 | | | | | | |
| 12.00-16.00 | | | | | | |
| 16.00-19.00 | | | | | | |
| 19.00-close | | | | | | |

'Pool' volunteers

'Pool' volunteers do not make a regular commitment but respond to the weekly rota email to cover one-off shifts including evenings and special events. If you are applying to be part of the volunteer 'pool' then please tick the box below.

Previous education, employment and volunteering experience

Please look at the Volunteer Role Outline and tell us about any relevant education, employment or volunteering experience that you have had.

Skills, expertise and personal qualities

We are not looking for any special skills, qualifications or experience. Our volunteers come from a wide range of different backgrounds and bring many different skills to the role. However we would like to know a bit about you. So please use the box below to tell us something about yourself, why you are interested in being a HEART volunteer. We are interested also in specific skills you could offer to help HEART e.g. marketing; design; graphics; legal; practical.

Please note that we may not accept all applicants and we reserve the right to select those we think are best suited to the role.

CRIMINAL CONVICTIONS

Please indicate below if you have any unspent criminal convictions. Please note that you do **not** have to disclose convictions which are treated as "spent" according to the provisions of the Rehabilitation of Offenders Act 1974. A standard DBS check may be undertaken.

| | | |
|--|-----------------|--|
| Do you have any criminal convictions? | State Yes or No | |
| <p>If you have answered Yes to the above question, then please supply, on a separate sheet of paper, the following information about all convictions against you:</p> <p>Offence(s) for which you were convicted; date of conviction; court in which you were convicted; sentence imposed.</p> | | |
| <p>Headingley Enterprise & Arts Centre Ltd will not discriminate on the grounds of criminal convictions, and therefore only convictions which are directly relevant to the job you have applied for will be taken into account.</p> | | |



Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process:

Data Protection Act 1998

The information detailed in this application form will be used in Heart's Recruitment and Selection process. It will also be used to monitor the effectiveness of Heart's policies and practices, and in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Application forms submitted by unsuccessful candidates will be destroyed after six months.

Declaration

I consent to Heart recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Heart complying with their obligations under the Data Protection Act 1998.

I can confirm that, to the best of my knowledge, the information provided on this form is correct.

Signature _____ **Date** _____

Where did you hear of this volunteering opportunity?:

