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# **Volunteer Application Form**

**Personal details**

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| --- | --- |
| **Title** |  |
| **First Name** |  |
| **Surname** |  |
| **Date of Birth** |  |
| **Address** |  |
| **Postcode** |  |
| **Email** |  |
| **Phone number** |  |
| **Twitter** |  |
| **Instagram** |  |
| **LinkedIn** |  |
| **TikTok** |  |
| **Facebook** |  |
| **Emergency contact name** |  |
| **Emergency contact phone** |  |
| **Emergency contact’s relationship to you** |  |

**How did you hear about volunteering with Kingston Charitable Foundation?**

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**Volunteer Opportunities**

**Please select the role or roles you are interested in:**

|  |  |
| --- | --- |
| **Community fundraising events support** (home based for now / at future events) |  |
| **Grants office support** (home based for now / possibly hub based in part in future) |  |
| **Social Media content creator** (home based, anytime) |  |
| **Website content administrator** (home based, anytime) |  |
| **Trustee** (online Board Meetings for now, possibly in person in future) |  |

**Please let us know your availability for volunteering, including any times you are not available (e.g., school holidays). Please also indicate the number of hours per week you are available:**

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**Supporting Statement**

**Please describe how your skills and experience would be suited for the voluntary role(s) you have indicated. This is an opportunity to show how aspects of your career, languages spoken, skills, training, hobbies, and interests would be beneficial to our organization.**

**Please also explain why you are interested in volunteering.**

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**Disability**

**Do you have a disability that requires specific facilities or provisions?**

**If yes, please detail how we can support you whilst you are in your volunteer role?**

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**Disclosure & Barring Service Check**

**Having a criminal record is not in itself a barrier to volunteering and we will only take relevant convictions or sexual offences into account.**

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| **Do you have a Disclosure & Barring service check already, that is less than 3 years old? If yes, we can accept this.**  **Yes  No**  **If not, do you give your permission for Kingston Charitable Foundation to carry out this check?**  **Yes  No**  **Have you ever been convicted of a crime, cautioned, warned or reprimanded in the UK or in any other country including all unspent convictions?**  **Yes  No**  *The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.*  **If yes, we would require you to detail this on a separate sheet** (all information will be treated in the strictest of confidence). This will not necessarily prevent you from volunteering. |

If you are concerned about this and would like to discuss your individual circumstances, please email [volunteering@kingstoncf.org.uk](mailto:volunteering@kingstoncf.org.uk)

**Entitlement to Work or Volunteer**

If you are from outside the EU/EEA, it is important to know whether you are permitted to volunteer or carry out ‘unpaid work’ to avoid jeopardising your immigration status. If you cannot find the information on your immigration document, please consult the UK Border Agency for further details ([www.gov.uk/contact-ukvi-inside-outside-uk](http://www.gov.uk/contact-ukvi-inside-outside-uk)).

**For Non-EU/EEA residents:**

|  |  |
| --- | --- |
| Do you have a work permit, a visa or entry clearance? |  |
| Are you a refugee or asylum seeker? |  |

**References**

Please provide the names and addresses of two referees; these should be people outside of your family who know you well and at least one of these should be a professional referee or a college tutor if you do not have employment experience, with details of their professional/work contact details and email address.

Reference 1

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone number |  |
| Relationship to referee |  |

Reference 2

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone number |  |
| Relationship to referee |  |

**Marketing and Communications**

You can withdraw your consent or change your mind at any time by contacting us on 020 8255 6056, or emailing [info@kingstoncf.org.uk](mailto:info@kingstoncf.org.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consent to Kingston Charitable Foundation contacting you regarding your volunteering post? | By email | By phone | By post |
| Do you consent to Kingston Charitable Foundation sending you our Organizational Newsletter and other information about Kingston Charitable Foundation that may be relevant? | By email | By phone | By post |

Please note that it will help to reduce our costs if we can contact you via email.

**Declaration**

**General Data Protection Regulation**

In signing this statement, you are giving explicit consent (as defined by General Data Protection Regulation) to Kingston Charitable Foundation holding and processing information pertinent to your application subject to the constraints of the regulation.

The information provided on this form will be used to help us decide whether to recruit you as a volunteer, this is ‘legitimate interest’ under data protection law. It will be kept confidential, and it will only be seen by those involved in the recruitment process. Should your application be unsuccessful, we will retain these details for 6 months before deleting your information.

If you have given us any information about your health, disability, or access requirements, under data protection law we need your explicit consent to hold this information. By signing the declaration below, you agree for Kingston Charitable Foundation to hold and use the information provided to allow us to make reasonable adjustments and/or keep you safe. This information is held securely.

* The information given on this form is correct to the best of my knowledge, and if anything changes, I will inform Kingston Charitable Foundation as soon as possible.
* I agree to my referees being contacted for references, to be interviewed, and to a DBS check to be carried out before a decision can be made on my application.
* I accept that the information given on this form can be stored both manually and electronically for the purpose of maintaining volunteer records.

**Signed:**  **Date:**

Please return completed form to: [volunteering@kingstoncf.org.uk](mailto:volunteering@kingstoncf.org.uk)