Volunteer Application form

By applying as a volunteer you accept that there is no intention to create a legal relationship and that if your application is successful you will be placed on the database of those who volunteer with our organisation.

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| **How did you learn of this opportunity with The Children’s Literacy Charity?** |

## Personal Details

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| **Title:**  **First Name:**  **Last Name:**  **Address:**  **Postcode:**  **Phone (Home):**  **Phone (Mobile):**  **E-mail:**  **How would you prefer us to contact you?** |
| **Are you eligible to volunteer in the UK? Yes/No**  **(proof will be obtained before applicants can be considered)**  **For insurance purposes we need to know if you are over 80 so please circle your age group: 18 – 80 / over 80**  **All individuals must be physically and mentally able to undertake any volunteering role. Please let us know if you have any particular concerns in this regard.** |

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| What are your longer-term plans (if any) as regard to career/job/study? **How would volunteering with The Children’s Literacy Charity support that intention?** |

## Recent Experience

Please use the grid below to outline what you have been doing recently in terms of work, volunteering, study etc. Complete for the last 5 years, please explain any gaps.

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| **Where –** employer, university, organisation etc. | **What –** what were you doing, what were your responsibilities, what were you studying etc. | **When – dates** and reason for leaving or finishing |
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## Literacy Level

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| Please tell us your level of English literacy and give some evidence, e.g. qualifications |

## Experience with Children

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| Please describe any experience you have of working with or looking after children. Please clarify if this was on a personal basis or professionally. |

## Volunteering

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| Please tell us why you are interested in volunteering with The Children’s Literacy Charity. Please mention specific things that appeal to you about the work that The Children’s Literacy Charity does and also what motivates you to volunteer (please answer in full sentences). |

## Personal Qualities

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| Briefly tell us what personal attributes and qualities you would bring to The Children’s Literacy Charity team. |

## Interests

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| Please tell us about your interests, leisure activities and any other practical skills. |

## Health

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| **Do you have any physical disabilities/health issues which require special arrangements if you are invited for an interview?** Please state what you require and we will endeavour to support your needs if at all practical.  **Yes/No** |

## References

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| Please give the name and full address of two people (not relatives) who we can contact to provide The Children’s Literacy Charity with a reference.  Ideally one of these will be a professional/academic reference from your most recent work or study (can be voluntary work) and at least one should be a personal reference from someone who has known you for **at least three years** (NB NOT a member of your family)  References are only taken up if you are successful at interview stage. | |
| **Professional/Academic/Personal Referee**  Name:  Address:  Postcode:  Phone:  E-mail:  Occupation (or in what capacity does this person know you): | **Personal Referee**  Name:  Address:  Postcode:  Phone:  E-mail:  Occupation (or in what capacity does this person know you): |

## Availability

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| Please indicate the days and times that you could offer us  (Our Labs run afterschool or on Saturdays) |

Please Note: Due to the sensitive nature of this role, it is exempt from the provisions of section 4 (2) of the rehabilitation of Offenders Act 1974 (exceptions) Order 1975, and Exceptions (amendment) order 1986. It therefore requires an enhanced positive disclosure from the Disclosure and Baring Service. The relevant forms will be sent to you once we receive your application. The Children’s Literacy Charity reserves the right to make any other suitable local checks as it requires before making a decision to offer a volunteering opportunity. It retains the right to reject any application without giving a reason if it considers this to be necessary

## Declaration

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| I am applying to become a volunteer with The Children’s Literacy Charity and am aged over 18 years. I hereby declare that the information I have given in this application is true to the best of my knowledge and belief. I understand that if I am accepted as a The Children’s Literacy Charity volunteer I must inform the organisation immediately of any changes to my personal circumstances as stated herein.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Please return this form to:  [volunteering@theclc.org.uk](mailto:volunteering@theclc.org.uk)  or  The Administrator  The Children’s Literacy Charity  1-78 Conrad Court,  Cary Avenue,  London,  SE16 7EJ (marked Private and Confidential) |