

Application for Voluntary Employment



All information given on this form is confidential and covered by the Data Protection Act 1988

Post applied for	How did you hear about volunteering with Empanda Care & Support?

Personal Details

Title:	Last Name:
First Name:	Known As:
Any Former Names	
Address: Postcode:	Telephone Number(s):
	Email:
	How would you like us to contact you about your application?

So that we can best use your skills and abilities, please complete the form below.

Experience as a Volunteer:
Work Experience:
Courses or Training (if relevant):
Hobbies and Interests:

<p>Why would you like to be a volunteer with Empanda Care & Support?</p>

Referees

Please give details of two independent referees who would be willing to supply a character reference (they must **not** be family members).

Referee 1	
Name:	
Address:	Relationship to you:
	Email Address:
	Telephone Number:
Referee 2	
Name:	
Address:	Relationship to you:
	Email Address:
	Telephone Number:

Thank you for your interest. Please note that we do normally need two satisfactory references before you can start as a volunteer and we cannot always guarantee a suitable role. Volunteering roles will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

What happens next?

Your completed application form will be used to decide whether you are invited for an interview.

Please complete and send your application form to:

Email: recruitment@empanda.org.uk

Post: Recruitment
 Empanda Care & Support Ltd CIC
 Saracens House
 25 St Margaret's Green
 Ipswich
 Suffolk
 IP4 2BN

Declaration of Offences



Before completing this form, please read the following notes carefully.

Rehabilitation of Offenders Act 1974

This post is exempt from the above Act as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means you must declare on this form all offences, convictions, cautions, bind overs or any court cases you may have pending. Convictions will not necessarily be a bar to volunteering with Empanda.

As our volunteering roles generally involve working with, or have access to children and vulnerable adults and/or their records, we will require an enhanced Disclosure from the Disclosure and Barring Service should you be successful.

Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified from working with children or vulnerable adults?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any unspent criminal convictions or cautions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you fail to disclose any criminal convictions or cautions, including those spent, it could result in the withdrawal of the volunteering job offer or dismissal by Empanda.

If you do not have any, please write 'None'.			
Date of Offence	Place and Date of Judgement	Details of Offence	Sentence

Possession of a conviction or caution will not necessarily mean that you won't be appointed. Each case is considered on its merits. All information given will be treated in strictest confidence.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may, after appointment, lead to dismissal.

Name (please print):	
Signed:	Date: