



Volunteer Application Form

**If you are considering volunteering for ACACIA please complete this form.
The information will be kept confidentially by ACACIA unless requested by an appropriate authority. Please print personal details.**

Name _____ Occupation _____

Address _____

_____ Postcode _____

Phone: Day _____ Mobile: _____

E-mail _____ D.O.B (optional) _____

First Language _____ Other Languages _____

Availability – Please state time of availability if different from what is stated:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM (9-12.30)					

Which service(s) are you volunteering for?

Befrienders Group Crèche Helpers Hospitality Administration
Young Parents (under 25)

Please read all questions first and answer in appropriate boxes. Please continue on the reverse of the page if there is not room in the box. If you wish to attach a personal CV of your knowledge and experience of the voluntary sector instead of completing a box you may do so.

Have you any relevant qualifications or appropriate training for the role you have applied for?

Please tell us of special interests and skills that you have.

Do you have previous experience as a volunteer, or working for a voluntary organisation/charity? Please give details.

Are there other experiences or personal qualities that you would like to tell us about?

In an emergency whom should we contact (usually next of kin)?

_____ Tel: _____

ACACIA recognises the great responsibility in working with children and vulnerable adults. To protect these people, and to protect you our volunteers, we will be required to obtain a disclosure check through the Criminal Records Bureau if you are offered an appointment. We will also offer you appropriate training as and when necessary.

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges? (NB Disclosure of an offence may be no bar to your appointment) (state YES or NO)_____

If YES what was the nature of the offence?

_____ **and date**_____

Source of Enquiry_____

References:

Please give the names, email/postal addresses and telephone numbers of two people who know you well, who would be able to give you a reference and comment upon your suitability for the voluntary work you are applying for. (Please ask their permission first, and tell us if they are related to you. **At least one of your references should be from a recent employer.**

1. Name _____	2. Name _____
Email: _____	Email: _____
Address _____	Address _____
_____	_____
_____ Postcode _____	_____ Postcode _____
Telephone _____	Telephone _____
Profession _____	Profession _____
Relationship _____	Relationship _____

Declaration:

I understand that a disclosure check will be made through the Disclosure Barring Service if I am working with vulnerable adults or children.

I declare the above information in my application to be true:

Signed: _____ Date: _____

**Please return your application form to the address below:
Acacia Family Support Head Office, 5a Coleshill Street, Sutton Coldfield, West Midlands,
B72 1SD**