

**PLEASE FULLY COMPLETE THIS FORM
USING THE PERSON SPECIFICATION AND JOB DESCRIPTION AS A GUIDE**

Applications will not be shortlisted without a fully completed application form.

Position applying for	:	Volunteer & Information Officer
Salary expectations	:	

PERSONAL DETAILS

Title	:		Surname	:	
Forename(s)	:				
Address	:				Post Code
Home Number	:	Work Number		Mobile Number	
E-mail Address	:				

Are there any restrictions with your continued employment in the UK? : Yes No

What's your current notice? :

How many years experience do you have working in a customer facing, reception, call handling or frontline support role?	:	
Please give brief details of your experience of working with volunteers, service users or community groups.	:	
What databases/digital systems have you used?	:	
Give a brief outline of your experience of delivering administration in a multi service environment.	:	

Do you have an understanding of the principles of safeguarding, data protection and confidentiality? : Yes No

EMPLOYMENT HISTORY

Current position held :

Date started : Date Finished :

Name of Employer :

Employer's address :

Description of Duties :

Current or last salary : Reason for leaving :

For this section, please start with the most recent and work your way backwards. Continue on a separate sheet of paper if necessary.

Previous position held :

Date started : Date Finished :

Name of Employer :

Employer's address :

Description of Duties :

Current or last salary : Reason for leaving :

Previous position held :

Date started : Date Finished :

Name of Employer :

Employer's address :

Description of Duties :

Current or last salary : Reason for leaving :

Please continue on the additional sheet at the back if required

REASON FOR APPLYING

Why do you think you are a suitable candidate for this position and what is your motivation for applying?

EDUCATION		
School/College/University	Qualifications Gained	Grades

TRAINING/PROFESSIONAL QUALIFICATIONS		
Training Provider	Course Title	Details/Qualifications gained

RELEVANT SKILLS, KNOWLEDGE, ABILITY AND EXPERIENCE

What skills, knowledge, ability and experience makes you the best person for this role? Please match up your skills with the job description and person specification:

FURTHER INFORMATION

Please use the space below to supply any additional information you would like us to consider with your application, this could be your personal achievements, strengths or hobbies. (Continue on a separate sheet if necessary)

Declaration

If you are shortlisted for interview and have a disability that requires special arrangements please email julie@phoenixhr.co.uk to let us know.

I confirm that to the best of my belief that the information contained in this application is correct. I understand that if I have knowingly given false information, or left out information that is relevant to this application, my application will not be considered. In the event that I am successful and offered a position based on inaccurate or incomplete information I understand that my position will be terminated and damages may be sought.

I hereby consent to the processing of sensitive personal data (as defined in the Data Protection Act 1998) involved in the consideration of this application.

Signature of Applicant	:	<div style="border: 1px solid black; height: 25px;"></div>
Date	:	<div style="border: 1px solid black; height: 25px;"></div>

Thank you for your application.

Please use this sheet for additional information if required.