



# Volunteer Application Form

Please indicate which role you have applied for: \_\_\_\_\_

## Personal Details

<b>Title (Mr/Ms/Miss etc):</b>	<b>First name:</b>	<b>Last name:</b>
<b>Address:</b>		
<b>Postcode:</b>		
<b>Mobile phone number:</b>	<b>Landline phone number:</b>	
<b>Email address:</b>		
<b>Immigration, Asylum and National Act 2006</b> Do you <u>require</u> a work permit or any other kind of document to show that you have necessary permission to work/volunteer in the UK?	<b>YES</b>	<b>NO</b>
	If yes, please supply your visa number:	

## How did you hear about WDP? (please tick)

<b>WDP website</b>	
<b>Online (please specify which website)</b>	
<b>Through a friend/family member/colleague</b>	
<b>Through accessing WDP services</b>	
<b>Other (please state)</b>	

## Where would you like to volunteer?

<p><b>Please circle or highlight in bold the services you would like to be considered for:</b></p> <p>Barnet (Adult Service), Barnet (Young Peoples Service) Brent, City of London, Enfield, Hackney, Harrow, Havering, Hillingdon, Kingsway, Kingston, Luton, Passmores House, GSB Into Work, SEEDS, Seventy4/Core Foundation, Supporting Herts, HMP Bedford, HMP Woodhill</p>		
<p><b>How many days in the week are you available to volunteer?</b></p>		
<p><b>Which days/times of the week are you available (Monday-Saturday, AM/PM/All day):</b></p>		
<p><b>Are you related to any current or former WDP staff member/volunteer/service user?</b></p>	<b>YES</b>	<b>NO</b>
	<p>If yes, please specify name and service:</p>	
<p><b>Have you had first-hand experience with drug services?</b> (please note that all information is kept confidential)</p>	<b>YES</b>	<b>NO</b>
	<p>If yes, please state when and where:</p>	
<p><b>If you have been substance and/or alcohol dependant, how long have you been substance free for (including substitute prescription medications)?</b></p>		
<p><b>If you are currently accessing services for drug and / or alcohol treatment, mental health or ex-offenders, please give details:</b></p>		



## Why volunteer at WDP?

**Please tell us why you are interested in volunteering at WDP and if you have any specific goals?**

**Please tell us the skills and experience you have to offer whilst volunteering at WDP?**

## Education / Qualifications

Please give details of any academic or professional qualifications you currently hold or are studying for.

Qualification	Issuing college/authority	Date issued

(Please continue on a separate sheet if necessary)

## Employment / Volunteering History

<p><b>Are you currently employed or volunteering?</b></p> <p>If yes, please provide details below:</p>	<b>YES</b>	<b>NO</b>
<b>Organisation name:</b>		
<b>Address:</b>		
<b>Position held:</b>		
<b>Main responsibilities:</b>		
<b>Salary (if applicable):</b>		
<b>From (dd/mm/yy):</b>	<b>To (dd/mm/yy):</b>	

<p><b>Have you previously been employed / volunteered?</b></p> <p>If yes, please provide details below:</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>Organisation name:</b></p>		
<p><b>Address:</b></p>		
<p><b>Position held:</b></p>		
<p><b>Salary (if applicable):</b></p>		
<p><b>Reasons for leaving</b></p>		
<p><b>From (dd/mm/yy):</b></p>	<p><b>To (dd/mm/yy):</b></p>	
<p><b>Organisation name:</b></p>		
<p><b>Address:</b></p>		
<p><b>Position held:</b></p>		
<p><b>Salary (if applicable):</b></p>		
<p><b>Reasons for leaving</b></p>		
<p><b>From (dd/mm/yy):</b></p>	<p><b>To (dd/mm/yy):</b></p>	

## References

Please name two referees for whom a reference may be obtained.

Where possible this should be a professional person such as an ex-employer, key-worker, college tutor etc; they should have known you for six months or more.

### Reference 1

<b>Name:</b>	
<b>Position:</b>	
<b>Relationship to you:</b>	
<b>Organisation (please include address):</b>	
<b>Phone number:</b>	
<b>Email address:</b> <i>Please ensure you provide an email address for your referee as we will be requesting references via email</i>	

### Reference 2

<b>Name:</b>	
<b>Position:</b>	
<b>Relationship to you:</b>	
<b>Organisation (please include address):</b>	
<b>Phone number:</b>	
<b>Email address:</b> <i>Please ensure you provide an email address for your referee as we will be requesting references via email</i>	

<b>Can we contact them at this stage?</b>	<b>YES</b>	<b>NO</b>
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## Declaration of convictions

As many clients at WDP are vulnerable adults we are exempt from the Rehabilitation of Offenders Act 1974. All convictions, whether spent or unspent, must be declared.

<p><b>Have you ever been convicted of a criminal offence, received a formal caution, been bound over or received a conditional discharge?</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>If yes, please give full details, continue on a separate sheet if necessary</p>		
<p><b>Would you be willing to undergo a Disclosure and Barring Service (DBS) check?</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<ul style="list-style-type: none"> <li>▶ Please note that you will not be asked to work alone with service-users, unsupervised, until DBS checks have been returned.</li> <li>▶ DBS forms are returned directly to the applicant – you must bring your DBS form to Volunteer Services when you have received it, for copying.</li> <li>▶ For posts involving children and families, or where service users are engaging in residential treatment, posts will not commence until DBS checks have been returned and copies sent to Volunteer Services.</li> </ul>		

## Declaration

To my knowledge the information above is correct. I understand that if I am appointed and this information is found to be inaccurate this may affect my continued employment with WDP.

<p><b>Signature:</b></p>	<p><b>Date:</b></p>
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