



Volunteer Application Form

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Reg. Charity No: 328124 Reg. Company No: 2284056

Thanks for your interest in volunteering. Before completing this form, please read the enclosed information about our services and volunteer roles.

Making an application does not guarantee your acceptance as a volunteer. The enclosed information explains the selection process. Applicants must be over eighteen years of age.

The information you give on this form will be treated confidentially and will only be used within The Cara Trust. Please complete as many questions as you feel able and leave blanks where you don't want to give the information requested.

Please print all answers clearly - use block capitals for your name and address and for the names and addresses of your references to avoid us addressing letters incorrectly.

1) Name and Address

First Name	
Family Name	
Address	
Postcode	

2) Telephone Numbers

Location (eg Home, Work, Mobile)	Number	Details including any restrictions on times we can call and if we need to be discreet.	Can we give this number to other volunteers?

3) E-Mail Address

E-Mail address (if applicable)

Can we give this e-mail address to other volunteers? Yes No

4) Areas You Can Work In

Our Admin office is in Ladbroke Grove, West London. All services are community based around London and the UK. To give us some idea of the geographical areas you are available to work in, please tick **all** the places you are able and willing to travel to as a volunteer:

Central London

East London

North London

South London θ

West London θ

Elsewhere (please specify):

5) Availability

Please tell us about the times you may be available to do volunteering with The Cara Trust by putting either a "Y", "S" or "N" in the appropriate box

Y ...means **YES**, you are generally available at this time most weeks

S ...means you have some regular commitments or work shifts at this time. You are available at this time **SOME** weeks, but not every week

N ...means you are **NOT** usually available at this time any week

We do not expect you to volunteer for us at ALL the times you can be available!

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

6) Hours You Can Offer

Please tell us the number of hours per week you are prepared to give to your voluntary duties with The Cara Trust. This figure should include time to attend meetings, and to do reading etc at home as well as the time you need to undertake your chosen volunteer role(s). As a guide, allow about four hours (including travel) for each morning, afternoon or evening you will work for us

Total hours per week

7) Volunteer Roles

Please read the brief outlines of volunteer roles currently available for new volunteers listed in the enclosed information. Indicate your choice of up to three roles in order of priority. It is possible to undertake more than one role at the same time if you have the time and availability

First Choice

Second Choice

Third Choice

8) Driving

Please tick the following box if you have a full driving licence and access to a car that you are prepared to use during the course of your voluntary work.

9) Languages

Please list below any languages other than English in which you can communicate (including sign language if applicable) Indicate your proficiency level by ticking an appropriate box.

Languages	Phrases	Conversational	Fluent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10) Skills

Please tell us about any other relevant skills, experience or qualifications you have, or professional bodies you are accredited by / belong to (continue on a separate sheet if necessary)

11) Motivation

Please tell us why you want to work with The Cara Trust (continue overleaf if necessary)

What needs of your own do you expect to fulfil?

12) Convictions

Being a volunteer involves us placing a certain amount of trust in you. You may have access to client's property and you will be able to claim volunteer expenses. If you are accepted as a volunteer you will be asked to undergo a police check for unspent criminal convictions. Having a criminal record will not necessarily exclude you from recruitment as a volunteer. – the nature of the offence(s) and time that has elapsed is taken into consideration, as are the roles that you are interested in undertaking. In order that convictions can be considered at the earliest possible stage please answer the following

Do you have any unspent convictions involving fraud, dishonesty, deception or theft?

Yes No

If yes, please enclose details in a separate covering letter enclosed with this application form

Some volunteer roles are deemed exempt under the Rehabilitation of Offenders Act 1974, Exceptions Order 1975. We will check for all convictions even if spent, for any volunteers undertaking these roles. A copy of our policy on vetting volunteers for criminal convictions is available on request.

13) References:

Please give details of two responsible people who can provide a reference for you, commenting on your suitability as a volunteer with The Cara Trust. Neither of these references need be from an employer, but can be if you wish. We cannot accept references from your partner or family members.

Name	
Address	
Relationship	
Postcode	

Name	
Address	
Relationship	
Postcode	

I declare that to the best of my knowledge the information given on this form is true & complete and that I am over 18 years of age. I understand that the information given may be held on a computer database and that I have a right to request a copy of the details recorded about me at any time.

Signed: **Date:**

Thank you for your interest in volunteering with The Cara Trust and for taking the trouble to complete this application form. Please return the form in the envelope provided. We will then consider your application and let you know about the next steps within three weeks.

Other Information (not used for recruitment)

When organising volunteer meetings and events it can be helpful to know your dietary preferences to help us organise catering. Please tick as appropriate.

No preference Gluten Free Vegan Vegetarian Other:

The Cara Trust is committed to the principles and practice of equal opportunities in all aspects of its work. **For monitoring purposes only**, please answer the following **optional** questions. This information is not used to make decisions about volunteer recruitment. You can leave these sections blank if you do not want to give the information at this time.

How would you describe your gender?

Female Male Transgender

Age: Date of Birth:

How would you describe your ethnicity?

Asian Black African Black Caribbean Black Other Dual Heritage

White British White Other

Other (please specify)

How would you describe your sexual orientation?

Bisexual Gay Heterosexual Lesbian Other Don't wish to state

Are you living with HIV?

Yes No Don't wish to state

Please describe your faith tradition (if any) e.g Buddhist; CoE; Hindu; Islam; RC.....
