



Tel: 01442 251930 Email: [admin@dcfl.org.uk](mailto:admin@dcfl.org.uk) Web: [www.dcfl.org.uk](http://www.dcfl.org.uk)

Dacorum Communities for Learning is a registered charity in England and Wales (No: 1127724)

## Volunteer Application Form

**This form should be completed and returned to the Project Manager.**

Dacorum Communities for Learning is an affiliation of Community centres within Dacorum which seeks to provide training within the communities in which we are based.

We are committed to taking the fear factor out of learning and deliver all our training in a friendly and none threatening way. We start from the concept that everyone has a zero base of knowledge.

PERSONAL DETAILS					
Last Name:					
First Name:					
Full Address including Post Code:					
Telephone number (including STD Code) :					
Mobile Number:					
E-mail address					
Preferred time(s) to contact you :      morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening <input type="checkbox"/>					
APPLICATION INFORMATION					
Please indicate which type of role(s) you are interested in by putting a X in the relevant box(es):			Trainer <input type="checkbox"/> Classroom Helper <input type="checkbox"/> Administration <input type="checkbox"/> If other <input type="checkbox"/> (Please state below) .....		
D.C.F.L currently operates out of various community centres. Please indicate by a X in <b>all</b> the relevant box(es) which centre(s) day(s) and time(s) you would prefer. NB: This does not commit you to a specific centre, day or time.					
Gadebridge <input type="checkbox"/>		Grovehill <input type="checkbox"/>		Highfield <input type="checkbox"/>	
Adeyfield <input type="checkbox"/>		Bennetts End <input type="checkbox"/>		Tring <input type="checkbox"/> Warners End <input type="checkbox"/>	
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	Any other useful information:
a.m <input type="checkbox"/>	a.m <input type="checkbox"/>	a.m <input type="checkbox"/>	a.m <input type="checkbox"/>	a.m <input type="checkbox"/>	
p.m <input type="checkbox"/>	p.m <input type="checkbox"/>	p.m <input type="checkbox"/>	p.m <input type="checkbox"/>	p.m <input type="checkbox"/>	
Eve. <input type="checkbox"/>	Eve. <input type="checkbox"/>	Eve. <input type="checkbox"/>	Eve. <input type="checkbox"/>	Eve. <input type="checkbox"/>	

**QUALIFICATIONS (especially any with particular relevance to the role interested in)**

Dates	Qualification	Where gained eg Secondary/college/university etc.	Grade	F/T or P/T

**EXPERIENCE, LEARNING AND SKILLS with a particular relevance to the role interested in**

(NB: Lack of experience in a particular field will not necessarily preclude you from consideration. D.C.F.L is committed to training and enhancing the skill base of all its volunteers)

About yourself - Any other information to support your application (please continue on a separate sheet if necessary)

### References

NB: If you have been in employment within the last five years at least one of the referees should be your last employer

#### Referee No. 1

Name:

Address

Email Address

Telephone:

In what capacity do you know Referee No.1

#### Referee No. 2

Name:

Address

Email Address:

Telephone:

In what capacity do you know Referee No.2

Do you work for any other voluntary organisations? If **Yes** which Yes  No

Rehabilitation of Offenders Act 1974: Do you have any unspent convictions? If yes please specify on a separate sheet Yes  No

NB: a conviction will not necessarily exclude you from volunteering but may be taken into account when assessing your suitability.

### Declaration

I understand and accept that any offer of volunteering is subject to satisfactory references (and a C.R.B check where appropriate) and is binding in honour only.

In accordance with the Data Protection Act 1998 I agree that Dacorum Communities for Learning may hold and use personal information about me for volunteering reasons and to keep in touch with me. I also agree that this information can be kept on either manual or computer files. I understand that such information will be accessed only by persons with authority to do so.

Signed

Dated:

How did you hear about D.C.F.L?

## Equal Opportunities Monitoring

Dacorum Communities for Learning and the Community centres which are associated with it are working towards being fully inclusive organisations. As such we warmly welcome applications for both voluntary and established positions from all people regardless of gender, ethnic or cultural background, age (subject to normal retirement age and restrictions on the employment of young people), marital status, religious or political persuasion, sexual orientation, perceived or real HIV status, disability or current employment status. We have policies in place to protect the rights of learners and staff (paid or unpaid) and believe strongly in safeguarding our learners and staff.

The following information is used solely for the purposes of ensuring that we are complying with our published policy on diversity and equal opportunities which is available on request

### GENDER AND MARITAL STATUS

Male       Female       Married       Single       Other

### ETHNICITY

- |   |   |
|---|---|
| <input type="checkbox"/> Black African                | <input type="checkbox"/> White British                    |
| <input type="checkbox"/> Black Caribbean              | <input type="checkbox"/> White European                   |
| <input type="checkbox"/> Black Other (please specify) | <input type="checkbox"/> Mixed Heritage                   |
| <input type="checkbox"/> Bangladeshi                  | <input type="checkbox"/> Traveller                        |
| <input type="checkbox"/> Indian                       | <input type="checkbox"/> Asian Other (please specify)     |
| <input type="checkbox"/> Pakistani                    | <input type="checkbox"/> Any other group (please specify) |
| <input type="checkbox"/> Chinese                      |   |

### CARING RESPONSIBILITIES

Does anyone rely on you for day-to-day care and attention?      Yes       No

If yes; are they      Children under 16       Sick/elderly relative or friend

### DISABILITY

**We need to be aware of any disability or learning difficulties** that you may have. This does not mean necessarily that you are registered disabled. A disability could be a wide range of things and includes any physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. By letting us know we will be able to give you information on the facilities available, the equipment installed etc., and the particular venues etc. We will also be in a better position to be able to discuss how best to help you in meeting those needs

Have you any such disabilities that we need to be aware of?  Yes     No

**If Yes** – please indicate what and what help and/or adjustments may be of assistance to you