# Text Description automatically generated

# Headway Central Lancashire

# Application Form for Volunteers

PERSONAL DETAILS (in block capitals please)

Last name ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

First name(s)

Address

Postcode Home Telephone Number

Email address: Mobile No:

Daytime Telephone Number If Different

Person to Contact In Case of Emergency Telephone

If you have any illness or disability of which you would like us to be aware, please give details:

AVAILABILITY

Please give details of any existing work/voluntary commitments



**Please tick to indicate when you are most likely to be available to volunteer.**

*Please note that our community sessions run on a Tuesday afternoon*

Please give as many alternatives as possible. Flexible times can be arranged.

Mon Tues Wed Thurs Friday

AM

PM

Evenings: YES/NO

EXPERIENCE

What skills and experience can you bring to Headway?

**Previous employment, voluntary work, training, relevant personal experience, interests (brief details please)**

VOLUNTEERING

Why do you want to be a volunteer with Headway?

What do think Headway can offer you?

Have you ever been convicted of a criminal offence? NO

If YES please give date and conviction:

REFEREES

Please give us the names and addresses of two people who can be asked to provide references. References will not be taken up until after interview.

Name:

Address:

Telephone number:

Email:

Name:

Address:

Telephone number:

Email:

Headway Central Lancashire aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it you will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar you from volunteering. This will depend on the circumstances and background to your offences.

As Headway meets the requirements in respect of exempted questions under Rehabilitation of Offenders Act 1974, in positions for which it is appropriate, potential volunteers will be subject to a criminal record check from the Disclosure and Barring Service (DBS), before their acceptance is confirmed \*unless the volunteer already has undergone a recent check. This will include details of cautions, reprimands or final warnings, as well as convictions.

*New data protection regulations come into force at the end of May 2018. As a supporter of Headway Central Lancashire we believe it is in your legitimate interests to hear about our community meeting dates, news and our latest publications so we will send you emails and leaflets to keep you updated. If you want to unsubscribe, you can do so at any time by contacting us on 01772 791460, by text to 07557123493 (leave your name and address) or by email to* [*services@headwaycentrallancashire.org.uk*](mailto:services@headwaycentrallancashire.org.uk)

Please return this form via email to: [laura@headwaycentrallancashire.org.uk](mailto:laura@headwaycentrallancashire.org.uk) or by post to: Headway Central Lancashire, Heartbeat Centre, Preston North End, Sir Tom Finney Way Preston PR1 6PA.