

**Heart of England Forest**

**Voluntary Role Application Form**

**Please return completed applications by email to: volunteer@heartofenglandforest.org**

**Please mark in the subject line: “Volunteer Leader Role Application - CONFIDENTIAL”**

**Applications for this role close at 5.00pm on 03/09/21.**

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| **Volunteer role applied for:** | | | | | | | | | | | | |
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| Volunteer Leader (Estate Management) | | | | | | | | | | | | |
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| **Contact Information:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| First name: |  | | | | | Last name: | | | |  | | |
|  | | | | | | | | | | | | |
| Address: |  | | | | | | | | | | | |
| B | | | | | | | | | | | | |
| Postcode: |  | | |  | | | | | | | | |
|  | | | | | | | | | | | | |
| Email address: |  | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Contact telephone (daytime): | | |  | | | | | Mobile: | | | |  |
|  | | | | | | | | | | | | |
| **Please provide the following information:** | | | | | | | | | | | | |
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| Are you able to travel independently? | | | | | yes | | no | | | | | |
|  | | | | | | | | | | | | |
| Do you have a full UK driving licence? | | | | | yes | | no  clean? | | | | | |
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| **References:**  Please give the names and contact details of at least one referee; 2 referees are essential for applicants who have not previously volunteered with the Heart of England Forest. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | Referee 1 | | | | | | |  | | Referee 2 | |
|  | | | | | | | | | | | | |
| Name: | |  | | | | | | |  | |  | |
|  | | | | | | | | | | | | |
| Address:  *(please complete in full)* | |  | | | | | | |  | |  | |
|  | | | | | | | | | | | | |
| Post code: | |  | | | | | | |  | |  | |
|  | | | | | | | | | | | | |
| Telephone No.: | |  | | | | | | |  | |  | |
|  | | | | | | | | | | | | |
| Email address: | |  | | | | | | |  | |  | |
|  | | | | | | | | | | | | |
| Relationship with applicant  *(e.g. current employer, course tutor, etc.)* | |  | | | | | | |  | |  | |
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| **References will only be taken up at the stage of a role offer** | | | | | | | | | | | | |

**Statement in support of your application:**

**This section will be used to score your application when shortlisting. PLEASE NOTE – IF IT IS NOT COMPLETED IN WE CANNOT TAKE YOUR APPLICATION FORWARD.**

**Please refer to the ROLE description and LET US KNOW WHY YOU WOULD LIKE TO TAKE ON THIS ROLE, providING relevant experience and skills YOU WILL BRING against the REQUIRED and desirable criteria.**

**You can include information relating to any paid, unpaid or personal experience that you may have that you feel is relevant – THANK YOU.**

*USE ADDITIONAL SHEETS IF REQUIRED.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criminal Convictions** | | | | | | | | | |
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| Have you ever been convicted of a criminal offence? | | | | | Yes | | | No | |
|  | | |  | | *If yes, please see below* | | | | |
|  | | | | | | | | | |
| If you answered **Yes** to the above question, please give details of offence, date of conviction and sentence on a **separate sheet** and submit this with your application. This information will be treated as confidential and only shared with those involved in the recruitment process.  **NB:** Convictions which are “spent” under the Rehabilitation of Offenders Act 1974 need not be disclosed. | | | | | | | | | |
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| If you are applying for a position where you will have regular contact with young people or undertake a vulnerable activity, you should disclose details of any criminal record, including convictions, cautions, reprimands and final warnings. Successful applicants should note that appointment to such positions will also be subject to a satisfactory disclosure from the Criminal Records Bureau. | | | | | | | | | |
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| Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining the position. | | | | | | | | | |
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| **Disabled Applicants** | | | | | | | | | |
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| The Heart of England Forest guarantees an interview to any applicant with a disability who meets the *Essential Criteria* of the *Person Specification*. If you have a physical, sensory or mental impairment or health condition which has a substantial or long-term effect on your ability to carry out normal day to day activities, **please indicate whether you are you claiming an interview under this scheme:** | | | | | | | | | |
|  | | | | | | | | | |
|  | | | Yes | No | | |  | | |
|  | | | | | | | | | |
| Please give details of any arrangements or facilities you require to enable you to attend an interview (e.g. sign language interpreter, level access etc.): | | | | | | | | | |
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| **Declaration:** | | | | | | | | | |
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| **The information that I have given in this application form is correct to the best of my knowledge.** | | | | | | | | | |
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|  | Please mark here to confirm you agree with the above statement, then enter your full name and the date below. | | | | | | | | |
|  | | | | | | | | | |
| Name: | |  | | | | Date: | | |  |
|  | | | | | | | | | |
| *Making false statements in this application will jeopardise any future voluntary role with the Heart of England Forest.* | | | | | | | | | |
|  | | |  |  | | |  | | |

**We would prefer to receive completed applications electronically.**

**Please return completed applications by email to: volunteer@heartofenglandforest.org**

If this is not possible, please return them by mail to Volunteering, Heart of England Forest, Colletts Farm Office, Dorsington, Stratford-upon-Avon, Warwickshire, CV37 8AU.