

Volunteer Application Form

Volunteers form an integral, valued part of the team here at Koala and so we ask that before completing this application form you please consider carefully the amount of time that you can commit to a volunteer role.

Please be aware that all applicants need to be at least 18 years old (Teen volunteers are recruited through a different process).

Please also consider which parts of our community you feel you would be better suited to: Working with adults, children, young people, or maybe even supporting our online work.

**Important: If you find form filling a barrier to you applying to become a volunteer, please contact Tori who will help you complete the form.**

**Application Date:**

**Volunteer Position Sought:** Trustee

**Name:**

**DOB**

**Pronouns:**

**Home Address:**

**Post Code:**

**Work Phone:**

**Home Phone/Mobile no:**

**Email:**

**Emergency Contact:**

**Name:** **Relationship:**

**Home phone:** **Mobile:**

**Medical Needs:**

**Do you require any medication or do you have any medical conditions that staff should be aware of? If so, please state below:**

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***If you are a member of the Koala Community, how long have you been a member and which groups have you attended?***

***EMPLOYMENT***

Current Employer, if applicable:

Position/Title:

Dates of Employment starting: Ending:

Address:

***SKILLS & EXPERIENCE***

Special training, skills, hobbies:

**Please describe your prior volunteer experience if any (include organisation names and dates of service)**

**What experiences, including life experiences, have you had that may prepare you to work as a volunteer in the field of neurodiversity?**

**Why do you want to volunteer?**

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An enhanced DBS check will be required for any role at Koala, including admin-based roles due to the sensitive information you may be exposed to. Training will be given to provide the necessary safeguarding skills and knowledge needed.

**SAFEGUARDING**

***(Please note that due to the nature of the charity, all roles are exempt from the Rehabilitation of Offenders Act (1974) and therefore applicants must declare all convictions including ‘spent convictions’, as defined under the Act). Applicants must declare all, convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children and or young people.)***

Have you ever been convicted of any criminal offence?

Have you ever received a caution, reprimand or warning**?**

If **YES**, please give details of the conviction(s) and date(s) in the space provided below or this can be posted in a sealed envelope to:

**Tori Rist, Private and Confidential, Koala C/O The Bridge, 31-33 Bridge Street, Andover Hampshire, SP10 1BE**

***Criminal Convictions*:** Koala aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where 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.

As Koala meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of volunteer work will be subject to an enhanced DBS check where applicable.

**Please give details of other interests, including involvement in voluntary organisations which you consider relevant. Please also include any special interests:**

**Declaration:**

I consent to all data collected on this form and further data I have submitted in support of my application, including, where relevant, data relating to my physical or mental health or condition, my ethnicity and any criminal convictions, being processed by Koala for the purposes of evaluating my qualifications and suitability for a volunteer role to reach an acceptance or rejection decision, to meet government statistical or legal requirement and to populate a personnel record.

I certify that the information I have given on this form and supporting documents are correct to the best of my knowledge and that I have not omitted any facts which may have a bearing on my application.  I understand that if any of the information provided by me is found to be false, any offer of volunteer work may be terminated without notice. All documents resulting from the interview process will be retained on file by Koala limited for 6 months.

***Please read the following carefully before signing this application:***

I understand that information contained on my application will be verified by Koala. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with Koala or my termination as a volunteer.

Signature: (electronic signature is fine)

Date:

***REFERENCES***

Please list two people who know you well and can attest to your character, skills, and dependability. Include your current or last employer. If you are unable to use an employer for any reason, such as still being at college/university we will need at least one professional reference so a previous teacher or lecturer, Scout leader or other organization leader etc.

**Please do not include family members.**

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| --- | --- | --- | --- |
| **Name/Organization** | **Relationship to you** | **Length of relationship** | **Email & phone Number** |
|  |  |  |  |
|  |  |  |  |

**Please return your completed application form to:**

hello@moreeducation.co.uk

**Volunteer Overview**

Bearing in mind that training will be provided as appropriate and depending on the position please take into account the following.

* All volunteers need to be committed to supporting neurodivergent children, young people and adults as well as their siblings and other family members.
* All volunteers need to be committed to their role within an equal opportunities framework and be able to carry out all responsibilities and activities within that framework and to promote equal opportunities within all aspects of the role.
* Acquire a good understanding of Koala’s Safeguarding Children, Young Peoples and Vulnerable Adults Policy and to use this as a minimum standard for all work carried out on behalf of the Charity. All volunteers complete safeguarding training before starting in their role.
* Acquire an understanding of Confidentiality and Data Protection via training with Koala.
* Have an understanding of health and safety issues, or are willing to learn.
* Participate in team planning and de-briefing sessions when needed.
* Complete, where necessary, basic record keeping.
* Be conscious of safety at all times, and to follow Koala’s Health and Safety policy.
* Keep records of any accident or incident.
* Adhere to all agreed Koala policies and procedures.