



VOLUNTEER APPLICATION FORM

All information will be treated in the strictest confidence.

Personal Details

Name _____

Address _____

Postcode _____

Telephone _____

e-mail _____

Position applied for (if applicable)

Where did you hear about voluntary work with FoE?

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Why do you want to volunteer for FoE?

Work Experience

Please give details of any relevant work experience, either voluntary or paid

Organisation	Experience	Dates

Education

Please give a general outline of your education to date

Skills

Do you have any experience of the following?

Please tick as appropriate and give further details in the space provided

Graphics/Design

Administration/Clerical

Research work

Fund-raising

Typing

Media/PR/Journalism

Languages

Computer Literacy Word Processing

Databases

Spreadsheets

DTP

Web

E-mail

Other

Any other skills/experience you feel are relevant

Do you have a driving licence? Yes/No

Availability

How many **days** a week would you be available for volunteering? _____

*If you are only available for a few **hours** each week please indicate the number of hours here _____

Please state which days you are available _____

On an occasional basis, would you be available on weekends and evenings? _____

Over what period would you be available? (e.g. May to September) _____

Do you have any special needs that we should be aware of? _____

Asylum and Immigration Act 1996: Most nationals of non-EU countries need a work permit to take up "employment paid or unpaid" in the UK. **Do you need a permit?** Yes/No (please delete as appropriate)

Rehabilitation of Offenders Act 1974: A criminal conviction will not necessarily exclude you from volunteering with Friends of the Earth, but will be taken into consideration when assessing your suitability for a particular position. Depending on the nature of the work you may be required to declare spent convictions at interview stage.

Please give details of any unspent convictions:

References

We ask that all volunteers give the names of two referees who are not related to them.

Name

Name

Address

Address

Telephone

Telephone

can we contact these referees now? Yes/No

Data Protection Act 1998: In submitting this application I agree that Friends of the Earth Scotland may collect the personal data it contains and use that data for recruitment, personnel and training purposes only.

To the best of my knowledge the information that I have provided on this form is correct. I understand that deliberate misrepresentation or omission of factual information may disqualify me from consideration or lead to dismissal.

Signed:

Date:

Please return this completed form to: Volunteer Coordinator, Friends of the Earth Scotland, Lamb's House, Burgess Street, Edinburgh, EH6 6RD. Fax: 0131 554 9977