



TYNE

HOUSING ASSOCIATION LTD

under one roof

VOLUNTEER APPLICATION FORM

CONFIDENTIAL

Please complete this application either in black ink or type written form

Name of Project that this application relates to:

Surname:	Date of Birth:
Forename:	Home Telephone Number:
Address:	Mobile Telephone Number:

EDUCATION AND TRAINING

Please give details including dates, grades and place of study of any qualifications you have gained.

SECONDARY SCHOOL EDUCATION

Schools/Colleges/University Attended (Name and Address)	Dates (From and to)	Qualifications/Subject	Grade	Year taken	

EMPLOYMENT HISTORY FOR THE LAST 10 YEARS – PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT

Name and address of employer	Position Held	Main Duties	Salary	Dates (To and from)	Reason for leaving

FURTHER DETAILS

Previous experience as a volunteer

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Reasons for Volunteering with Tyne Housing Association

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Further information in support of your application

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DISCLOSURE OF CRIMINAL CONVICTIONS

YOU ARE REQUIRED TO DISCLOSE ALL CRIMINAL CONVICTIONS AND CAUTIONS

Please list all criminal convictions and cautions. If no convictions please enter 'none'

Signed

Date

Note: Under the Rehabilitation of Offenders Act 1974, applicants for employment with Tyne HA are required to disclose information relating to all previous cautions/convictions. If you take up appointment with Tyne HA and you have failed to disclose such information this could result in dismissal or disciplinary action.

Disclosure of a conviction does not necessarily mean that you will not be appointed. The Association will have regard to the ACAS Code of Guidance and a main consideration will be whether the offence is one which would make an applicant unsuitable for the type of work to be done.

It is the Association's policy to apply to the Disclosure and Barring Service for an enhanced disclosure.

REFEREES:

Please give the names and addresses of two people who will give us references in support of your application. One of these people should normally be your present or last employer. Referees will be contacted.

Name of Referee	Name of Referee
Address of Referee	Address of Referee
Telephone number	Telephone number
Position held	Position held
Can this referee be contacted prior to interview	Can this referee be contacted prior to interview
EMPLOYER/PERSONAL REFERENCE Please delete as appropriate	EMPLOYER/PERSONAL REFERENCE Please delete as appropriate

DECLARATION

I hereby declare that to the best of my knowledge the information contained in this form is true and accurate .

I understand that falsification of information will be judged as serious misconduct and may result in dismissal.

Signed

Date

Please return your completed form to:

Tyne Housing Association
St Silas Church Building
Clifford Street
Byker
Newcastle upon Tyne
NE6 1PG

EQUAL OPPORTUNITIES MONITORING

This information is confidential, it will not be used as part of the selection process and will be kept separate from your application form.

Tyne Housing Association Ltd. is an equal opportunities employer and selects staff solely on merit. In order to monitor the effectiveness of our equal opportunities policy we invite all applicants to provide the information requested below (please tick).

Please note the questions are not about nationality, place of birth or citizenship. They are about broad ethnic group. U.K. or European Community citizens can belong to any of the groups indicated.

How did you hear about this job?	
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Gender (Please tick box)			
Male		Female	

How would you describe your ethnic origin

Black African		Black Carribean		Black Other	
Bangladeshi		Indian		Pakistani	
Chinese		White European		White Other	
Other		Question Refused			