



VOLUNTEER APPLICATION FORM

Please complete this form in **BLACK INK OR TYPESCRIPT** and return to:
Thames House, 1st Floor, 3, Wellington Street, Woolwich, London, SE18 6NY

Volunteer role applied for:

PERSONAL DETAILS

Name:

Address:

Home Tel No:

Work Tel No:

Mobile No:

e-mail address:

EDUCATION & QUALIFICATIONS

PREVIOUS EXPERIENCE Please give details of any paid or unpaid work or life experience.

Why are you interested in volunteering for Twenty-fifth Avenue Housing?

PLEASE DESCRIBE HOW YOU MEET THE CRITERIA OF THE ROLE DESCRIPTION?

HEALTH/DISABILITY RECORD

Any information supplied in this section will be used to ensure we comply with the requirements of the Disability Discrimination Act 1995.

Are there any particular arrangements that TWENTY-FIFTH AVENUE HOUSING could make on your behalf to enable you to attend the interview, and to help you to do the role if successful?

REFERENCES

Two referees are required, one of whom should be your present or previous employer, or from the college/school where you have trained if this is your first application. All referees cited must have known you in a professional capacity. Personal references (relatives or friends) will not be accepted.

Name:	Name:
Address:	Address:
Tel No:	Tel No:
e-mail address:	e-mail address:
Relationship to you:	Relationship to you:

REHABILITATION OF OFFENDERS ACT 1994

In accordance with the spirit of the Rehabilitation of Offenders Act and the relevant Home Office and Criminal Records Bureau guidance, **Twenty-fifth Avenue Housing will not discriminate against ex-offenders with criminal records if it is judged that the offence has no relevance to the volunteer role applied for.**

If you are offered a role at Twenty-fifth Avenue Housing, you may be asked to obtain a Criminal Records Disclosure from the Criminal Records Bureau, (Twenty-fifth Avenue Housing will arrange this for you) and the role will be subject to Twenty-fifth Avenue being satisfied with the contents of the Disclosure.

Have you ever been convicted of a criminal offence? (spent or unspent) Yes No

If 'Yes' please give details:

DECLARATION

Are you a relative or spouse/partner/cohabitee of a 25th Avenue employee or member of 25th Avenue Housing's Board of Management? Yes No

Do you have any direct or indirect financial or personal interests related to Twenty-fifth Avenue Housing? Yes No

Are you a tenant or client of 25th Avenue? Yes No

Do you have a financial interest in any partnership, company or organisation which sells goods or services to 25th Avenue? Yes No

If 'Yes' to any of the above, please give details:

I declare that the information given on this form is correct to the best of my knowledge (NB: provision of false or partial information will cause the placement to be withdrawn).

Signed _____

Date _____

TWENTY-FIFTH AVENUE HOUSING DIVERSITY AND EQUALITY MONITORING FORM

1. Please tick the description which you feel is the most appropriate of your ethnic origin (**please choose ONE section from A to F**). Then tick the most appropriate box (**one box only**)

A WHITE

- British
- Irish
- Other (please write in) _____

B MIXED

- White & Black Caribbean
- White & Black African
- White & Asian
- Other (please write in) _____

C ASIAN OR ASIAN BRITISH

- Indian
- Pakistani
- Bangladeshi
- Other (please write in) _____

D BLACK OR BLACK BRITISH

- Caribbean
- African
- Other (please write in) _____

E CHINESE

- Chinese
- Other (please write in) _____

F ANY OTHER BACKGROUND

- Any other background
- Other (please write in) _____

2. Please indicate your sex: Male Female

3. Do you identify as:

- Lesbian/Gay
- Heterosexual
- Bisexual
- Other
- Don't wish to state

4. Which, of the following, if any is your religion:

- Atheism
- Baha'i
- Buddhism
- Christianity
- Hinduism
- Islam (Muslim)
- Jainism
- Judaism
- Rastafarianism
- Sikhism
- Zoroastrianism (Parsi)
- No Religion
- Don't wish to state
- Other (Please specify) _____

5. Have you used or are you using the following services for longer than 6 months? (Tick those that apply)

- Homeless Services Mental Health Services Substance Misuse Services

6. Have you ever been, or are you currently homeless? Yes No

If yes, have you ever: Slept rough for longer than 6 months
Stayed in a hostel for more than 6 months

7. Do you have a disability? Yes No 8. What is your age (at last birthday) _____

9. What post have you applied for? _____

10. What is your name? _____

11. How did you first hear about this vacancy?

- Website – Twenty-fifth Avenue Housing
- Website – COFEM
- Website – Other (Please specify) _____
- Paper – Guardian
- Paper – Local
- Trade Press
- Best Companies Fair/Stand
- Agency – General
- Agency – Trade Specific
- Website - Best Companies
- Website - Guardian
- Paper - Evening Standard
- Paper – Other (Please Specify) _____
- Best Companies Guide
- Recruitment Fair
- Agency – Other (Please Specify) _____
- Other (Please Specify) _____

TWENTY-FIFTH AVENUE HOUSING DIVERSITY & EQUAL OPPORTUNITIES POLICY

Twenty-fifth Avenue Housing has an absolute commitment to diversity which is about:

- Recognising and valuing difference
- Recognising and seeking to redress inequality and disadvantage

Our commitment is firmly founded on our belief that:

- To offer services that are personal and adaptable we need a diverse staff team who can respond to our clients as individuals.
- To attract, keep and motivate the most talented people, we need to:
 - reach out to all sections of the community
 - provide a working environment in which everyone feels valued, respected and able to contribute

In order to make our commitment a reality, we have a clear strategy, policy and plans of action to promote diversity at Twenty-fifth Avenue Housing. In order to help us make our strategy effective, we ask that you assist us to monitor the outcomes of our recruitment practices by completing this form.

The above form is for statistical purposes only. It will be separated from your application forms as soon as it is received and will be kept confidential.

Your form will not be seen by those recruiting to this volunteer role and will not be taken into account during any selection process used for this volunteer role. Completion of any or all of the questions is not a requirement for the application, but we would appreciate your co-operation.

By completing and returning the monitoring form which follows, you consent to Twenty-fifth Avenue Housing processing this information for general monitoring purposes in line with diversity and equal opportunities policy.
