

## Suffolk Rape Crisis – Volunteer Application form

Please complete this form electronically using font Arial 11, adjusting field sizes as required. You may also complete the form by hand, please write clearly in black ink.

We will separate the front sheet of your application form with your personal details from the rest of your application to ensure your form is shortlisted as anonymously as possible.

Please return completed forms to: [volunteerwithus@srchelp.org.uk](mailto:volunteerwithus@srchelp.org.uk)

<b>Personal details</b>	
Name:	
Address:	
Phone: (daytime)	Phone: (evening)
Email:	
Volunteer role that you are applying for:	

<b>For office use</b>	
Date form received:	
Application form number:	

**References**

Please provide contact details for two referees who Suffolk Rape Crisis can ask for information regarding your suitability for this post (overleaf).

Name:	Name:
Relationship (nature & length):	Relationship (nature & length):
Address:	Address:
Phone:	Phone:
Email:	Email:

**Educational Details**

Please give details of your academic / professional qualifications *relevant to this role*:

<b>Place of Study</b>	<b>Subject</b>	<b>Qualification</b>	<b>Dates / duration</b>

<b>Training Courses</b> Please list any training courses <i>relevant to this role</i> :		
<b>Place of Study</b>	<b>Subject</b>	<b>Dates / duration</b>

**Continue on a separate sheet if necessary**

<b>Work experience</b> Please give details of all previous paid and voluntary work.			
<b>Job title</b>	<b>Name and address of employer</b>	<b>Duties / responsibilities</b>	<b>Dates</b>

Continue on a separate sheet if necessary

**Personal Statement**

Please write a personal statement of **not more than 2 pages** of A4 (in minimum of Arial pt 11 font) which covers:

- Why you are interested in volunteering with SRC
- Your experience, knowledge, skills and abilities that are relevant to this role

**Availability**

Please give details of your availability to volunteer with SRC  
(see role descriptions for time commitments for each volunteer role)

**Previous Convictions**

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended?

YES/NO

Yes

No

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) Website.

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If yes, give details below. Any information will be kept confidential and will be considered only in relation to the post you are applying for.

You must also keep us informed of any subsequent convictions, cautions, reprimands or warnings.

(If you are unsure whether to disclose a conviction or caution, you should refer to the DBS guidance at [www.gov.uk/disclosure-barring-service](http://www.gov.uk/disclosure-barring-service))

**Declaration**

I confirm that the information given on this form is, to the best of my knowledge, true and complete.

**Signed:****Date:****Print name in full:**

Please email your application form with your equality monitoring form to:

[volunteerwithus@srchelp.org.uk](mailto:volunteerwithus@srchelp.org.uk)

Due to the nature of the Service Provision of Suffolk Rape Crisis, volunteer positions covered under the terms of the Equality Act 2010, Section 83, schedule 9, Part 1, 1.1.(a) and (c).

### **Data Protection**

In order to comply with the new data protection guidelines (GDPR, 2018) we need your permission to store and use your information. Please read the statements below and tick those that are applicable.

I give permission for Suffolk Rape Crisis to use the information given in this form to contact me regarding volunteering on their helpline.

I give permission for Suffolk Rape Crisis to use the information given in this form to contact me regarding other forms of volunteering.

I would like to be included on the Suffolk Rape Crisis Mailing List to receive the newsletter including information regarding service announcements; volunteering opportunities; staff vacancies and fundraising opportunities.