

**VOLUNTEER APPLICATION FORM**

APPLICATION REFERENCE

**APPLICATION TO BE RETURNED TO:**

volunteering@corrymeela.org

**Centre Support Team (Residential Role)**

One year with the opportunity of extending to two years

Volunteer Office Assistant: Yes No 

**Please type application or use black ink and write clearly.**

**After shortlisting we will request two references and AccessNI background check. The information you provide is strictly confidential and we will use it to administer any volunteering you do with us.**

**PLEASE NOTE incomplete FORMS MAY RESULT IN YOU NOT BEING SHORTLISTED.**

**personal details**

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| first names: | surname: | Preferred name: |
| Date of birth: | Gender: | Nationality: |
| pAssport(s) held: | skype address: | email: |

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| --- | --- |
| HOME ADDRESS  POSTCODE | ADDRESS FOR CORRESPONDENCE (IF DIFFERENT)  POSTCODE |
| HOME TELEPHONE NO. | DAYTIME TELEPHONE NO. |
| MOBILE NO. | E-MAIL ADDRESS |

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| PLEASE INDICATE THE PERIOD YOU ARE AVAILABLE TO VOLUNTEER. LET US KNOW THE EARLIEST DATE YOU WILL BE AVAILABLE FROM AND THE LATEST DATE YOU CAN CONSIDER STAYING. IDEALLY, POSTS ARE 1-2 YEARS, BUT WE CAN CONSIDER SHORTER PERIODS. | |
| PLEASE TELL US HOW YOU HEARD ABOUT THIS VOLUNTEERING OPPORTUNITY:  **NAME AND ADDRESS OF NEXT OF KIN**  PLEASE INCLUDE NEXT OF KIN CONTACT DETAILS FOR THE TIME YOU ARE LIKELY TO BE AT CORRYMEELA. | |
| **primary contact:** | **secondary contact:** |
| NAME | NAME |
| relationship TO APPLICANT | RELATIONSHIP TO APPLICANT |
| ADDRESS | ADDRESS |
| TELEPHONE NO. | TELEPHONE NO. |
| E-MAIL ADDRESS | E-MAIL ADDRESS |
| SKYPE NAME AND/OR FACEBOOK NAME (OPTIONAL) | SKYPE NAME AND/OR FACEBOOK NAME (OPTIONAL) |

**EDUCATION INCLUDING PROFESSIONAL QUALIFICATIONS**

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| **LEVEL OF QUALIFICATION**  (E.g. GCSE, A Level, Degree etc.) | **SUBJECT & GRADE** | **PLACE OF STUDY/AWARDING INSTITUTION** | **YEAR** |
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**RELEVANT WORK HISTORY**

**PLEASE LIST YOUR PREVIOUS POSTS BEGINNING WITH THE MOST RECENT (PAID AND VOLUNTARY). PLEASE EXPLAIN ANY GAPS IN DATES**

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| EMPLOYER NAME | DATE  FROM | DATE  TO | JOB TITLE; KEY RESPONSIBILITIES, REASON FOR LEAVING |
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**SUPPORTING INFORMATION**

**USING ONLY THE SPACE PROVIDED, PLEASE DETAIL, IN BULLET POINT FORM, HOW YOU MEET EACH OF THE LISTED ESSENTIAL CRITERIA REQUIRED FOR THE POST.**

**Essential Criteria**

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| 1. Previous experience in supervising or managing staff or volunteers |
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| 1. Previous experience in carrying both leadership and organisational responsibilities effectively, such as duty management and/or key holding duties |
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| 1. Ability to work accurately under pressure and to manage time effectively |
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| 1. Willingness to live and work in a residential centre, and to participate in community life |
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| 1. Ability to manage difficult conversations sensitively, offering constructive feedback and holding people to account |
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| 1. Ability to interact and work with people from a range of cultural and intellectual backgrounds |
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| 1. Willingness to step in when necessary to perform duties, usually performed by kitchen, housekeeping, and maintenance staff and volunteers |
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| 1. Ability to work flexibly and effectively both in a team and independently |
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| 1. Ability to communicate effectively both verbally and in writing |
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| 10. Ability to demonstrate commitment to the ethos of Corrymeela and to communicate our vision, mission, core values, and  principles. |
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**USING ONLY THE SPACE PROVIDED, PLEASE DETAIL, IN BULLET POINT FORM, HOW YOU MEET EACH OF THE LISTED DESIRABLE CRITERIA REQUIRED FOR THE POST.**

**DESIRABLE CRITERIA**

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| 1. Previous experience of dealing with health and safety procedures and fire safety procedures at work |
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| 1. Previous experience of public speaking |
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| 1. Previous experience of working with young adults |
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| 1. Good level of IT experience and competence in Microsoft packages with a clear understanding of the appropriate use of social media in a work context. |
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| 1. Current full driving licence (Valid for use in the UK) |
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**REHABILITATION OF OFFENDERS (EXCEPTIONS) ORDER NI 1979**

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| **This post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act by an Exception Order. Applicants therefore are not entitled to withhold information about convictions which for other purposes under the Act are ‘spent’. Failure to disclose any such conviction could result in dismissal or disciplinary action.**  **Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014? YES  NO**  **If yes, please provide details below: -**    **A copy of the Corrymeela policy on ‘Recruitment of Ex-offenders’ may be obtained by contacting the Human Resources Department.**  **IT SHOULD BE NOTED THAT DISCLOSURE OF A CONVICTION DOES NOT NECESSARILY DEBAR YOU FROM VOLUNTEERING**   |  | | --- | | **NB. FAILURE TO COMPLETE THIS FORM MAY RESULT IN YOUR APPLICATION NOT BEING SHORTLISTED** | |

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| The post you have applied for may be considered as regulated activity. Is there any reason you **cannot** work in a regulated activity? **(\***Regulated Activity is an activity that you must not do if you are barred from working with children or vulnerable adults). **YES  NO**  **I**f yes, please provide details |

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| **Data Protection Statement**  The information that you provide on this form and that obtained from other relevant sources will be used to process your application for volunteering with The Corrymeela Community. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up a volunteering position with us, the information will be used in the administration of your post and to provide you with information about us or third parties. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with the Data Protection Act. |

**Flight, Visa, and Healthcare Information**

All volunteers from outside the EEA or Switzerland are required to apply for and obtain a UK Tier 5 Charity Worker visa in order to volunteer with Corrymeela. The cost for this UK Visa is approximately £245 (GBP). In addition, volunteers who require a visa and who are at Corrymeela for six months or more must pay a £400/yr fee to the National Health Service (NHS). This is payable at the time of applying online for the visa. Volunteers are expected to cover the cost of their flight, visa, and the NHS fee.

**DECLARATION**

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| **I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION GIVEN IS HONEST AND ACCURATE.**  **I CONFIRM THAT THERE ARE NO MEDICAL REASONS THAT WOULD PREVENT ME FROM UNDERTAKING THE DUTIES OF THIS POST.**  **I UNDERSTAND THAT ANY FALSE/MISLEADING STATEMENT AND/OR OMISSION ON THIS FORM MAY RESULT IN DISQUALIFICATION OR DISMISSAL IF APPOINTED.**  **I UNDERSTAND THAT APPOINTMENT IS SUBJECT TO RECEIPT OF SATISFACTORY REFERENCES.**  **I ALSO UNDERSTAND THAT APPOINTMENT MAY BE SUBJECT TO THE SATISFACTORY COMPLETION OF EITHER A STANDARD OR AN ENHANCED ACCESSNI SECURITY DISCLOSURE (Further details on disclosures may be found on the AccessNI website www.nidirect.gov.uk/campaigns/accessnicriminal-record-checks. The AccessNI Code of Practice is available on www.nidirect.gov.uk/publications/accessni-codepractice and AccessNI Privacy Notice is available on www.justice-ni.gov.uk/publications/ani-privacy. In addition, these documents are also available upon request from the Human Resources department. The Corrymeela policies on Secure Handling, Use, Storage and Retention of Disclosure information and Recruitment of Ex-offenders are available on request form Human Resources department).**  **SIGNATURE** …………………………………………………………………………. **DATE** ………………………………………. |