



'Communities supporting the Environment'

Volunteer - Application Form

Thank you very much for your interest in volunteering for our international EnvironmentPlus Quality Mark Programme, managed by EnvironmentPlus International CIC.

If you need assistance with completing this form, please email us at:
patrick@environmentplus.org.uk

All the information you provide on this form is confidential and will not be passed on to a third party. EnvironmentPlus International CIC, complies fully with Current Data Protection and Freedom of Information legislation. The form should on average take about 15 minutes to complete.

Which current volunteer role are you applying for? (Please tick)

☐ Community Affiliate - Quality Mark

Where did you see this role advertised?	
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Please tell us about yourself:

Title		Forename(s)	
Surname			
Address			
Post code			
Telephone(s)			
Email			
Emergency contact: (Name, relationship to you & contact number)			

Please select which method(s) you would prefer for contacting you about this volunteering role and application, and for ongoing contact in the role if you are successful.	Letter	Phone / Text	(Please tick)
	☐	☐	
	Email	☐	

Are you currently, or ever been a volunteer with any EnvironmentPlus International programme? YES / NO (indicate as applicable)

Please tell us why you would like to volunteer for EnvironmentPlus International (you can tick more than one box)

I want to help other families in the community		I'm interested in meeting new people	
To make myself more employable		Sharing my skills and experience to help others	
Give something back in my community		I want to develop new skills	
To keep myself busy		Something enjoyable to do with my time	
To widen my horizons		I want to make a difference	
To help me socialise in a meaningful way		I believe in this cause	
I am retired and want to share my knowledge		I'd rather volunteer than give money	

Please tell us 'briefly' a little more about you and what skills and qualities you feel make YOU suitable for this valuable VOLUNTEER role (please note if we receive a large number of applications for a role, we will use this information to shortlist for the volunteer interview, which may take place in person, or by phone, skype or other technological communication means).

Please refer to the volunteer role description, in particular the skills and experience required for the role)

Your availability to volunteer

Have you checked the role specification for the type of individual we require for the current volunteering position, the skills required and the time commitment required, and can you meet the requirements as outlined? YES / NO (indicate as applicable)

Volunteering status

The right to volunteer in the UK can be dependent on your Citizenship, Residency, and United Kingdom Immigration Status so please make sure that you are allowed to volunteer by checking your visa or other immigration related documentation if applicable. (does NOT apply to applicants volunteering outside UK)

Are you legally entitled to stay in the UK? YES / NO (indicate as applicable)

Are there any court rulings, restrictions, or injunctions in place that would restrict your ability to volunteer or undertake the requirements of this role? YES / NO (indicate as applicable)

Do you currently have a valid British, EU (European Union) or EEA (European Economic Area) Passport? YES / NO (indicate as applicable) **Other Passport** YES / NO

Which days/ times are you available to volunteer?

Please tick all that apply. If the role does not take place at regular times, or the times are flexible or self managed, please leave blank and discuss with your Volunteer Co-ordinator.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

References

Please provide us with the details of two people whom we may contact as referees, to comment on your suitability for volunteering. These can be friends or colleagues but not family members, and must have known you for six months or more; unless it is an EnvironmentPlus International, member of staff.

	Referee 1	Referee 2
Name		
Address & Postcode		
Email		
Telephone (including code)		
What is your relationship to this person?		

Special Support Needs:

Are there any tasks or activities you would like to avoid for health reasons when volunteering?

Have you any illness, or do you take any medication, that we should be aware of, e.g. for epilepsy or asthma? (We ask this question to ensure we know about any support needs you may have when you start volunteering with us and to ensure your safety, eg: at meetings or events)

Do you have any allergies? If yes, please indicate:

Volunteering – Equal Opportunities

" We're proud to offer equal opportunities for those volunteering with us - and celebrate our volunteers' differences, regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status. Different, and differences makes us better."



Criminal Records (Rehabilitation of Offenders Act 1974)

We may need to ask you about any unspent convictions as part of our duty of care. A criminal conviction will not necessarily prevent you from becoming a volunteer; the decision will depend on the type of offence and its relevance to the volunteering role. Some roles will also require a full Disclosure and Barring Service / Disclosure Scotland record check.

If you are shortlisted for interview based on completing this form, the Volunteer Co-ordinator will at that time cover this question during interview, and can answer any questions you have at that time.

Declaration

- I declare that the information given in this application is an honest, true and complete statement, and that the two referees may be contacted in relation to the application.
- I confirm that I have read the role specification, and responsibilities, and that I meet the requirements.
- I have been informed that I may be requested to produce proof of my identity, during the interview process, or thereafter, and I will immediately provide proof as required.
- I confirm that I have read and fully understand the current Data Protection and Cookies Policy in line with the General Data Protection Regulation, available on the www.environmentplus.org.uk website, and agree in full with the policy.

Keeping your details confidential:

- We need to keep the information you give us in this form. We will not share the information with anyone else without getting your permission first, unless we are legally compelled to do so. By signing this declaration you are giving us permission, and agreeing for us to store this information on file, digitally, and on computer if required.
- I understand that if I send any information to the organisation by email, post, courier, or by any other means, that I do so at my own risk, and I need to use the correct contact addresses. If I send by post I will use the correct postage.
- I understand that any offer of appointment and subsequent volunteering role is subject to satisfactory references and 'may' require satisfactory disclosure from the Disclosure and Barring Service or Disclosure Scotland at the appropriate level, where this is a requirement of the role ('if stated' in the volunteer role specification / description).

Volunteer - Applicant: (Please ensure you have completed all questions. Confirm you have read the 'Declaration' fully, and if you agree, then fill in your 'name', 'sign and date', before sending to us, otherwise your application cannot be processed)

Forename:

Surname:

Signature:

Date:

Where to send YOUR application

Please see the Contact Information below for both our email address, and / or company address in relation to your application to us.

If you [email the form to us](#) (PREFERRED METHOD), ensure you sign the document, and save the application as a PDF document before you send.

In the subject box of the email write: 'Private and Confidential - Volunteer Application'

On receipt of YOUR application

The Volunteer Co-ordinator will review your application and will be in touch with you, normally within 5 working days. The Co-ordinator will at that time inform you if we can consider you for a Volunteering role with us, based on the information we have received, and if so will organise a friendly informal interview via Zoom / Skype before a final decision is made.

Thank You!! for applying for a Volunteer Role within our organisation, and we hope we have the pleasure of having you as a long term, valuable member of our EnvironmentPlus International volunteer - United Kingdom team.



CONTACT INFORMATION

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Volunteering Programme
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