



ONLINE VOLUNTEER APPLICATION FORM

Please complete this application form accurately, giving as many details as possible of your skills and experience relating to this application. Savio House Retreat Centre ('the charity') will interview applicants based on the information gathered from this form. If you have a disability that prevents your completing this application form, then please inform us and we will arrange alternative methods of application.

Please fill in your details, when finished save the document, then visit the website (saviohouse.org.uk) and from the vacancies/volunteer application menu, upload your completed form.

POSITION APPLIED FOR:

Job Title: **VOLUNTEER RETREAT TEAM LEADER**

Location: **SAVIO HOUSE RETREAT CENTRE, INGERSLEY ROAD, BOLLINGTON, MACCLESFIELD, SK10 5RW.**

Where did you hear about Savio House?

1. Applicant's Details

Title:	
First name:	
Surname:	
Previous surname: (where applicable)	
Date of Birth:	

Home address:

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Postcode:

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Telephone No's: (please include any area codes)

Home:	
Work:	
Mobile: (if available)	

Emergency Contact: (in case of emergency who should we contact)

Do you hold a current full U.K. Driving Licence?

2. EDUCATION AND QUALIFICATIONS

Please give brief details of education specifying qualifications and examination results, including work based training, starting with the most recent first.

Name of Secondary School:

Qualifications: (ie GCSE, A Level, Scottish Higher etc) and Grades, showing Date Gained

Name of College/University/Training Body	Course/Subject Title	Qualification/Level	Grade	Date Gained

3. YOUR EXPERIENCE

Please answer the following questions in as much detail as possible and provide examples where relevant.

(i) What are you currently doing?

(ii) Tell us about some of your hobbies and activities

(iii) Please write a paragraph about why you are applying to be a volunteer at Savio House and include any experience or skills you have, and what you are looking for from living and working as part of a christian community.

Please give the name, address and position/occupation of two referees who have known you for at least two years and are in a position to judge your general character. References from friends and relatives are not acceptable.

Referee No 1	
Name:	
Title:	
Tel No:	
Email:	
How long have you known this person?	
Relationship to you?	
Address:	
Postcode:	

Referee No 2	
Name:	
Title:	
Tel No:	
Email:	
How long have you known this person?	
Relationship to you?	
Address:	
Postcode:	

<p>Is there anything concerning your medical history or state of health that is relevant to your application?</p>	<p>Yes*/No</p> <p>*If you answer Yes then please give details in the next box marked * otherwise continue to next question.</p>	<p>* Details:</p>
<p>Have you been absent from work or studies through illness for more than three days in the last three years?</p>	<p>Yes*/No</p> <p>*If you answer Yes then please give details in the next box marked * otherwise continue to next question.</p>	<p>* Details:</p>
<p>Do you require a work permit?</p>	<p>Yes*/No</p> <p>*If you answer Yes then please give details in the next box marked * otherwise continue to next question.</p>	<p>* Details:</p>

5. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975

The position which you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You are required to disclose any convictions or cautions you may have even if they would otherwise be regarded as 'spent' under this Act. Any appointment would be subject to satisfactory disclosure from the Criminal Records Bureau.

Please note that having a criminal record will be treated as strictly confidential and will not necessarily be a bar on consideration for a post here. The object of this clause is not in any way to reflect upon your integrity, but it is necessary to protect the young people that we work with.

<p>Do you have any criminal convictions and/or cautions spent or otherwise?</p>	<p>Yes*/No</p> <p>*If you answer Yes then please give details in the next box marked * otherwise continue to next question.</p>	<p>* Details:</p>
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Under the Disqualification for Caring for Children Regulations 1991, have you ever had a child removed from you or placed under supervision by the local authority?	Yes*/No *If you answer Yes then please give details in the next box marked * otherwise continue to next question.	* Details:
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6. EQUAL OPPORTUNITIES

The Charity is committed through its Dignity in the Workplace Policy to ensuring that all applicants are considered on a fair, unbiased and lawful basis.

7. COMMITMENT

Are you able to give a commitment to Salesian Volunteering from September 2012 to July 2013?	Yes/No
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8. DECLARATION

I declare that I, the person named on this application form to the best of my knowledge and belief, the information I have given in this application is accurate and true. I understand that, should my application be succesful and it is discovered subsequently that information is false, this may lead to termination of my contract of employment.

I confirm and understand the declaration.

Date:	
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Thank you for completing the form.