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**Application Form**

**Volunteer Archivist**

**Personal details:**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Mobile number: |  |
| Email: |  |
| Preferred method of contact? |  |

**Current Employment/Volunteer Role:** Please give details of your present or most recent employer.

|  |  |
| --- | --- |
| Name of Organisation: |  |
| Role title: |  |
| Start date: |  |
| Leave date: |  |
| Summary of duties: |  |

**Previous Employment or Volunteering:** Please start with the most recent position and work backwards.

|  |  |
| --- | --- |
| Name of Organisation: |  |
| Start date: |  |
| Leave date: |  |
| Role title and summary of duties: |  |
| Name of Organisation: |  |
| Start date: |  |
| Leave date: |  |
| Role title and summary of duties: |  |
| Name of Organisation: |  |
| Start date: |  |
| Leave date: |  |
| Role title and summary of duties: |  |
| Name of Organisation: |  |
| Start date: |  |
| Leave date: |  |
| Role title and summary of duties: |  |
| Name of Organisation: |  |
| Start date: |  |
| Leave date: |  |
| Role title and summary of duties: |  |

**Other Experience**: Please give details of any other experience relevant to this role.

|  |
| --- |
|  |

**Qualifications**: Please list any relevant qualifications.

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Result** | **Date received** |
|  |  |  |
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|  |  |  |
|  |  |  |
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**Training**: Please list any specialist knowledge acquired that is relevant to the role.

|  |  |
| --- | --- |
| **Training** | **Date attended** |
|  |  |
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**Restrictions:**

|  |  |
| --- | --- |
| Are there any restrictions in your ability to volunteer e.g. visa requirements? |  |

**The successful candidate will be required to show proof of eligibility to volunteer in the United Kingdom prior to the start date.**

**Personal Statement:**

Please address all the criteria in the person specification, giving examples to show how you meet each requirement. Please complete the statement within 750 words.

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**References**:

Please give the names of two referees, one of whom should be your present or most recent employer. (If this is not possible, then someone who has known you well in your most recent work or volunteer experience).

**N.B. We will take up references for the successful candidate only.**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |

**Declaration: I confirm to the best of my knowledge that the information given on this form is true.**

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

**Privacy Policy & Data Protection**

When you apply for a volunteer placement with CPAG, your personal data will be collected to monitor the progress of your application. Where we need to share your data, for example to gather references, you will be informed beforehand unless the disclosure is required by law. These checks are only done after a position has been offered to the successful candidate. Personal data about unsuccessful applicants is held for 12 months. You can ask for us to remove your data before then if you do not want us to hold it

 **Equality Monitoring Form**

**Volunteer Archivist**

In the interests of monitoring our recruitment procedures we would be grateful if you complete our recruitment monitoring form.

The form should take no longer than 5 minutes to complete and will not form part of the selection process.

CPAG recognises that inequality is both a cause and effect of child poverty, and that diverse groups within society suffer disproportionately from child poverty. We therefore cannot achieve our goal of eradicating child poverty without promoting equality and diversity.

CPAG is committed to a society based on equality, which embraces diversity and where everyone is treated fairly, with respect, and free from discrimination. CPAG recognises that it has an organisational responsibility to tackle inequality and encourage diversity in respect of both the work it undertakes and the people it employs.

By recruiting and developing people from the widest possible pool of talent, CPAG believes that it can better deliver its policy and campaigning work as well serve its customers and users more effectively.

We need your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and not form part of the selection process, and will be used only for monitoring purposes. It will be separated from your application before it is sent to the shortlisting panel.

1. How do you describe your gender?

Male

Female

In another way \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

1. What is your sexual orientation?

Heterosexual/straight

Gay/Lesbian

Bisexual

In another way \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

1. What is your religion or belief?

No religion (including atheist)

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Any other religion or belief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

1. What is your ethnic group? Choose one option that best describes your ethnic group or background.

Prefer not to say

**White**

English/Welsh/Scottish/Northern Irish/British

Irish

Gypsy or Irish Traveller

Any other white background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed/Multiple ethnic groups**

White and Black Caribbean

White and Black African

White and Asian

Any other mixed/multiple ethnic background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian/Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black/ African/Caribbean/Black British**

African

Caribbean

Any other Black/African/Caribbean background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic groups**

Arab

Any other ethnic group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prefer not to say**

1. Do you consider yourself to have a disability, impairment or health condition?

Yes

No

Prefer not to say

If yes, what best describes your disability, impairment, learning difference or health condition?Please tick all that apply.

A specific learning difference such as dyslexia, dyspraxia or AD(H)D

General learning disability (such as Down's syndrome)

A developmental disability such as autistic spectrum disorder

A long-standing illness or health condition such as cancer, HIV or diabetes

A mental health condition, such as depression, schizophrenia or anxiety disorder

A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair

Deaf or serious hearing impairment

Blind or a serious visual impairment uncorrected by glasses

Other not listed above ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

1. Do you have caring responsibilities? Please tick all that apply.

None

Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say