

Volunteer Application Form

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| **Name:** | | | **D.O.B:** |
| **Address:** | | | |
| **Telephone Number:** | | **Email:** | |
| **Current Occupation:**  🞎 Employed Full Time  🞎 Employed Part Time  🞎 Full Time Student  🞎 Part Time Student  🞎 Seeking work  🞎 Full time parent / carer  🞎 Retired  🞎 Other | | **Please give details:** | |
| **I am interested in volunteering in the following ways*:*** *(please tick)*  🞎 Helping to deliver courses & workshops in schools  🞎 Supporting with social activities  🞎 Supporting with events  🞎 Supporting with fundraising  🞎 Office & admin tasks  🞎 Other specific skills – please give details | | | |
| **Please state which days and timesyou are available:** | | | |
| **Why would you like to volunteer for Rubies?** | | | |
| **Please give details of any relevant skills, experience and qualifications you have:**  *(include work experience, volunteering, family roles, relevant skills)* | | | |
| **Please give details of two people who can provide a reference for you**  *(Preferably one current or most recent employment reference and one personal character reference)* | | | |
| **Reference 1:**  Name:  Relationship to you:  Email address:  Phone number: | **Reference 2:**  Name:  Relationship to you:  Email address:  Phone number: | | |
| **Anything else you’d like us to know?** | | | |
| **Signed:** | **Date:** | | |

*(Feel free to continue your answers on another sheet)*

Please return via email to admin@wearerubies.org

Or post to Rubies, 14 Middlesbrough Road, South Bank, Middlesbrough TS6 6NR

What happens next?

**Our volunteer recruitment process:**

1. Complete and return your volunteer application form, via email or post,
2. We will then ask you to attend an informal interview to discuss our volunteer opportunities and your availability, skills & interests. This is a chance for you to ask questions and for us to assess your suitability for the opportunities we have available.
3. References will then be taken up by Rubies.
4. Once we have received satisfactory references, we will ask you to apply for an Enhanced DBS Check online. Rubies will pay for this check and it usually takes 2-4 weeks to be returned. You will receive a paper copy of your DBS certificate, Rubies will receive online notification that it has been completed.
5. Once the DBS has cleared we will ask you to complete online safeguarding training & arrange for you to visit the office for an informal induction. You will be asked to sign a volunteering agreement.
6. Start volunteering !!
7. Attend further training and receive on-going support from Rubies – we want you to feel valued too.

Rubies is committed to ensuring that girls receive the highest quality support. We therefore reserve the right to pause or stop this recruitment process at any stage - if this happens we will always talk to you about this decision. Please feel free to contact us if you have any questions or need further information.

**How we store your information:**

As an organisation we comply with the relevant provisions of GDPR.

More details about this will be provided upon receipt of your application form.