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COMMITTEE MEMBER/VOLUNTEER APPLICATION FORM

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| ***Volunteer Position Applied For:*** |  |

Thank you for your interest in volunteering for the Diocese of Coventry.

We expect our volunteers to demonstrate a commitment to the mission of the Church of England and an ability to subscribe to the Diocese of Coventry’s shared mission of "worshipping God ...making new disciples ...transforming communities".

PERSONAL DETAILS

|  |  |
| --- | --- |
| **Surname (Including Preferred Title)** |  |
| **Forename(s)** |  | **Known As (not nickname)** |  |
| **Address (Inc. Postcode)** |  |
| **Home Telephone No:** |  |
| **Daytime Telephone No:** |  |
| **Mobile Telephone No:** |  |
| **E-Mail Address** |  |

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# EMPLOYMENT

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| **Details of present or last employer** |
| **Name** |  |
| **Address** |  |
| **Dates** |  |
| **Position / Job Title** |  |
| **Summary of main duties and responsibilities** |  |

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| --- |
| **Details of previous employers (in date order)** |
| **Name** |  |
| **Address** |  |
| **Dates** |  |
| **Position / Job Title** |  |
| **Summary of main duties and responsibilities** |  |

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| **Details of previous employers (in date order)** |
| **Name** |  |
| **Address** |  |
| **Dates** |  |
| **Position / Job Title** |  |
| **Summary of main duties and responsibilities** |  |

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| **Details of previous employers (in date order)** |
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| **Address** |  |
| **Dates** |  |
| **Position / Job Title** |  |
| **Summary of main duties and responsibilities** |  |

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| --- |
| **Details of previous employers (in date order)** |
| **Name** |  |
| **Address** |  |
| **Dates** |  |
| **Position / Job Title** |  |
| **Summary of main duties and responsibilities** |  |

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| **Give reasons for volunteering for the position and why you think you would be suitable.**  **Please tell us about any work, volunteering, personal experience or skills that you have that are relevant to the position you are interested in.** |
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| **Public duties undertaken (JP, Local Councillor, Community Work etc).****Memberships of professional bodies.** |
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| **Do you have any special requirements that we need to consider to enable you to undertake any type of volunteering?** |
|  |

REFERENCES

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| **Please give two references other than friends or relatives (obtain their permission first)** |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Email** |  | **Email** |  |
| **Occupation** |  | **Occupation** |  |

**Please note: No appointment will be made without first taking up references.**

DECLARATION

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| I confirm that the information provided by me is true and correct to the best of my knowledge. I realise that if such information is found to be false, I am liable to dismissal without notice.In applying to become a volunteer, I agree to abide by the Organisation’s rules and regulations as are currently in operation, and as amended by the PCC/PARISH from time to time.If you are applying for a post which requires a DBS check, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.The provisions of the Data Protection Act 1998 preclude the PCC/PARISH from retaining and using such confidential information as you have provided, without your consent, apart for the purposes for which it was provided. The retention of your Application and the associated documents, is for specific employment/ volunteer consideration at the time of application, or for future reference in the event of other potentially suitable positions becoming available and will not be disclosed to any third party by us. In any event, the form and any accompanying documentation containing personal information about you, will be destroyed within 12 months should you not become a volunteer of the PCC/PARISH within that timescale. Your signature on this form indicates your acceptance of the above conditions. |
| **Signature** |  |
| **Date** |  |