

Guidelines for completing the Sense Holidays & Events Volunteer Application Form 2012



Before completing the Application Form

Please ensure you have read all documents enclosed carefully before completing the application form. Please complete the application form clearly in **black ink** as the form will be photocopied for our files and for our group leaders. Please complete the application form as it were the first time you were applying – even if you have applied in previous years! Submitting an incomplete form will delay your application.

Section 1: Contact details and Communication

Please complete all sections. It is important that you notify us of any changes in your contact details as we will need to make contact with you before, during and after your volunteering. It is also important that the leader is able to contact you to talk about the holiday or event.

Sections 2: Tell us about yourself

Please give as much information as possible in this section – it helps us to place you on an appropriate holiday or event and to make sure you get the most out of volunteering with the Sense Holidays & Events team.

Section 3: 10 Year History

Please give as much information as possible in this section including names and addresses of organisations and schools where appropriate. Ensure that you give us a complete 10 year history. The dates need to be continuous with no gaps so if you were unemployed for a period, travelling or studying please include that as well.

Please find below two examples of a completed 10 year history.

Example one:

Dates: (month and year)	What did you do during this time? (Describe your activities, job role, responsibilities, course details etc).	Name and address of employer, college, etc. (if applicable)
January 2002 to August 2006	Full-time mum	n/a
September 2006 to August 2009	Part-time Laboratory Assistant	Jane Cook, Oakwood Labs, Leeds
September 2009 till present	Part-time Senior Laboratory Assistant	Charlie Peters Mulberry Academy, Bradford

Example two:

Dates: (month and year)	What did you do during this time? (Describe your activities, job role, responsibilities, course details etc).	Name and address of employer, college, etc. (if applicable)
September 1999 to August 2003	Student 9 GCSEs including Maths, English and Science	Worthing High School, Worthing
September 2003 to July 2005	Student 3 A-levels in Biology, Maths and Psychology	Worthing College, Worthing
August 2005 to March 2006	Travelling and volunteering in South Asia	n/a
March 2006 to August 2006	Unemployed and looking for work	n/a
September 2006 to August 2008	Teaching Assistant Assisting teachers in their lessons, working one-to-one with groups of children and completing admin tasks.	Tom Jones Head of Science Oak Primary School, Brighton
September 2008 to July 2010	Student Level 3 Diploma in Youth Work	Brighton Adults College, Brighton
August 2010 till present	Youth Worker Managing and administering youth projects to engage young people.	West Sussex Youth Services, Chichester West Sussex

Section 4: Volunteering with Sense in 2012

This is where you can tell us about the volunteering opportunities you'd like to apply for - take a look at the enclosed Holidays brochure and / or Events calendar before completing this section. Please note that if you list any specific holidays or events which appeal to you, we will try our best to allocate you to those but unfortunately we cannot guarantee you a place – our allocations are based on matching volunteers to the skills and experience needed by our holidaymakers to support each specific group. You may be offered an alternative or asked if you would like be added to our reserve / waiting list.

It is important we know about your skills so we can allocate you to the right holiday or event. If you offer to drive a minibus you must be aged over 21 and held your full driving licence for at least 3 years. You don't have to have any special qualifications to drive a minibus for us and if it's your first time – don't worry we'll support you! We also look for qualified first aiders at each event to deal with any first aid matters arising. You won't be expected to manage medication.

Section 5: Supporting You

Please complete this section as fully as possible as it will ensure we can provide correct and adequate support while you are volunteering with us. Any information given will not prevent you from taking part, so please be honest – we want to ensure we can support you fully to have a positive volunteering experience. If you would find it helpful to discuss this part of your application with the team before completing it, please get in touch to do so in confidence.

Some examples of information which could be helpful include:

If you have a hearing impairment: tell us more about how you communicate, e.g., can you lip read, are you comfortable using your voice if necessary?

If you have a visual impairment: tell us more about your mobility and orientation needs. For example do you require a guide, how is your vision at night?

If you have a physical impairment or physical health concerns: tell us what additional support we could provide you whilst volunteering.

If you have any mental health concerns which may be relevant to your volunteering: what might it be helpful to discuss prior to the holiday to support you in the build up to or during the holiday?

Section 6: Emergency Contact

Please give the contact details for someone we can contact in the event of an emergency during either your preparation for a holiday or event, or during the holiday or event itself.

Section 7: Referees

Please give the contact details for two referees. Your referees must not be related to you or your partner and they must have known you for at **least one year**. One of your referees must know you in a **professional capacity** for example a work manager, college tutor, youth worker or scout leader. Your referees can be people you know either through paid or voluntary work. We will take up your references immediately. Please ensure you have notified your referees that Sense will be contacting them shortly. If you would like any help with identifying suitable referees, please get in touch with the team to discuss this.

Section 8: Rehabilitation of Offenders Act

Sense volunteers are not entitled to withhold information about cautions or convictions. Therefore, please declare whether or not you have any cautions or convictions; it is also essential you **sign** and **date** the boxes at the bottom of this section.

Volunteer Equal Opportunities Monitoring Form

Sense is committed to finding out whether our services are reaching all sections of the community. Please complete this form. This will be detached from your application form when we receive it.
