

C300 23

VOLUNTEER APPLICATION FORM - GUIDANCE NOTES

Thank you for your interest in volunteering with Greenhill YMCA. Please read the guidance information before completing your application form.

If you need any help in completing this form, please contact Alejandra Arcila on volunteerrecruitment@greenhill-ymca.org

These notes are intended to help you complete the application form. Invitation for interview is based solely on the information contained in the application form.

General Points

The main points to remember when filling in your application form are:-

- As part of Greenhill YMCA's commitment to the environment, we are endeavouring to reduce the amount of paper that we use. It is asked of all applicants, where possible, that you complete your application form electronically and email it back to us.
- If submitting a handwritten copy, please complete the form using **black ink**.
- Please do not send a CV, as it will not be considered.
- You must be aged 18+ to apply.
- Please insert a photograph or attach one if returning it by post.
- Please read the job description and think carefully about how your skills, knowledge and experience match the requirements.
- **Fill in your form as fully as possible** as we will not be able to make assumptions about your abilities and will not take into account previous applications or previous knowledge about you. **Please make sure that you provide examples.**
- **If you have insufficient space then please continue on additional sheets.**
- Please note, that due to the importance we place on safeguarding children, young people and vulnerable adults, **all our posts are subject to a police check and 2 references if you are successful following an interview.**

SECTION 1 - Personal Information

Please complete your personal details in full and make sure all contact details are up to date. If your contact details change during the selection process, please let us know your new details as soon as possible. Please select whether you wish to apply for our January or September intake.

SECTION 2 - Youth Work Experience

In this section, **please ensure you mention all of your experience to date working with young people.** Please **also state any other relevant experience you might have applicable to the role.**

SECTION 3 - Education

Please provide **full and accurate details about your education, training and work experience.**
Formal education to include your high school/university etc.
Please include all formal and informal training you have completed and finally any work experience you have carried out to date which is applicable to the volunteer position.

SECTION 4 - Medical Background

Please ensure that you declare all medical conditions on your form.

SECTION 5 - Skills

Please list and explain any particular skills and qualities you have acquired which will help us assess your suitability for the role.

SECTION 6 - Motivation

Please clearly outline your personal and professional motivation for applying for the role and why you have chosen to volunteer at Greenhill.

SECTION 7 - Declaration of criminal background

This section must be completed in full. Your application will not be considered, if you fail to date and sign the declaration.

SECTION 8 - Referees

Please give details of two people (not relatives) for references. You will receive the "Volunteer/Character Reference Request" which must be filled in.

Please ensure that you have obtained their permission prior to submission. By completing this section, we will assume you have given these referees permission to disclose information about you to us.

SECTION 9 - How did you hear about us?

To help us monitor our advertising, please complete the 'how did you hear about us' box at the bottom of the application form.

Before submission, please make sure that you have signed and dated your application. If you forward by email, this will be deemed confirmation of your application and the information contained therein. Disclosing false information could lead to your dismissal from volunteering with Greenhill YMCA.

Good luck with your application to volunteer with us.

Returning your application form:



By Post:
Greenhill YMCA
Donard Park
Newcastle
BT33 0GR



By Email: volunteerrecruitment@greenhill-ymca.org