# TLC Volunteer Application Form

Thank you for your interest in volunteering. We are looking for individuals who can commit a minimum of two hours a week for at least six months.

After taking up your references we will invite you to an introductory chat where we will talk more about the organisation and the current available roles, to work out with you where we feel you would best fit within our organisation. After that, if you are still keen, we will introduce you to your team and arrange a proper Induction and then as soon as you have your DBS and have shown it to us, you will be able to start volunteering with TLC.

**YOUR PERSONAL DETAILS:**

Full Name:

Date of Birth:

Email Address:

Address:

Phone Number:

Next-of-Kin contact name and contact number:

1. **Do you have an *ENHANCED* DBS certificate less than two years old? Yes/No**

We can apply for one if you do not.

1. **What days are you available to volunteer?**

Please mark with an 'x'. You can select as many options as you would like.

* Monday
* Tuesday
* Wednesday
* Thursday
* Friday

1. **Which of these areas appeals to you? Please mark with an 'x' any that apply; we can then speak to you more to explain what is involved.**

* Work-ready English tuition
* Skills support
* Well-being support or provision
* Fundraising
* Governance
* Business Mentor
* Sensitivity-training Coordinator
* General one-off projects
* Researcher
* Social media
* Digital support
* Outreach, developing business partnerships
* Other (please specify)

1. **Do you have previous experience working with refugees?**

This is not a requirement.

1. **Do you have experience working with young or vulnerable people?**

This is not a requirement.

1. **Please state here if you can commit to a minimum of two hours a week for the next 6 months, or let us know what availability you have.**
2. **Do you speak any additional languages?**

Please include the level at which you speak them. This is not a requirement.

1. **Please tell us about any useful skills you have (IT, design, finance, marketing, drama teaching etc).**
2. **Do you hold a current driving licence? Yes/No**

This is not a requirement.

1. **Where did you hear about us?**
2. **Is there anything else you would like to tell us about?**
3. **Do you have any criminal convictions which are not yet spent under the Rehabilitation of Offenders Act 1974? We will only consider an applicant’s criminal record if we feel this could pose a risk to our clients. TLC will always review the individual circumstances and explain any decision to the applicant.**

**TLC confirms that the information you have given Launchpad will be used by them for TLC purposes only during the application process. It will not be shared with anyone else. Your contact details and information about your role at TLC will be retained if you become a Launchpad volunteer. If you do not become a volunteer with Launchpad, we will delete this Application form.**

**I give permission for TLC to hold the above information about me for this purpose.**

**………………………………………….**

**(Please sign or type)**

**REFEREES:**

Please provide us with the email address and names of two referees, one professional and one personal (someone that has known you for over five years). We will take up these referees before accepting any applications.

*1. Professional reference*

Name:

Job title/position:

Organisation:

In what capacity have you worked with this person?

Email address (please write clearly):

Telephone number/s:

*2. Personal reference*

Name:

In what capacity do you know this person?

Email address (please write clearly):

Telephone number/s: