

Application form

1. Personal details

Full name

Address.....

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..... Postcode.....

Contact mobile or telephone number.....

Email Address:.....

Date of Birth:

2. Relevant Information

Why do you want to apply to be a **Vtalent** full-time volunteer?

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What personal and practical skills do you feel will make you a successful **Vtalent** volunteer?

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What other experiences and achievements do you have that will support your application to be a **Vtalent** volunteer?

For example, you may have helped someone to overcome personal difficulties, planned or organised an activity or event and so on.

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What previous voluntary work have you undertaken?
 This could include: caring for your family or other people, taking part in the Duke of Edinburgh's Award scheme, doing additional work at school or college, taking part in clubs, helping to organise an event and so on.

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What are you interested in doing for a career?

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3. Details of educational and vocational qualifications, including GCSE's, NVQs, Degrees and other related vocational qualifications e.g. ASDAN, Duke of Edinburgh's Award

Qualification (e.g GCSE)	Subject	Grade (if applicable)	Date of award

You will need to provide proof of your qualifications

**4. What areas of the college would you be interested in volunteering in?
(See attached leaflet for information on the placements)**

Please number a first, second and third choice

Area of work	Number
Youth Work	
Sports Leadership	
Customer Services	
Study Support	
Inclusive Learning	
Foundation Learning	
Careers	
ESOL Support	
Public Services	
Volunteer Promotion	
Student Services	
Health Promotion	

5. References

Please provide a reference from either education or employment

Name.....

Address.....

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..... Postcode

Contact telephone number.....

Email address.....

In what capacity to you know the above person?

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6. Statement

For the purposes of the Data Protection Act 1998 I consent to the information contained in this form and information received relating to the content of this form, being processed by them in administering my application

Signed Date

When completed please return this application form to:

Lucy King- Vtalent Co-ordinator
Milton Keynes College, Chaffron Way Campus, MK6 5LP

7. Police Checks

Disclosure of Criminal Convictions

Milton Keynes College aims to promote equality of opportunity for all with the right mix of talent, skills and potential. A criminal record will not necessarily bar you from employment with Milton Keynes College. This will depend on the nature, circumstances and background of your offences and the particular position for which you are applying.

As Milton Keynes College meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Do you have a prosecution pending or have you ever been convicted at a court or cautioned by the Police for any offence

Yes/No

If 'yes' please give details here

I understand that the work I have applied for will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. I am aware that all convictions must be disclosed. I give my consent for the information to be share with Human Resources.

Signature:

Date:

Full Name:

8. Disability Discrimination Act 1995

The Disability Discrimination Act 1995 define a disabled person as an individual who has a 'physical or mental impairment, which has a substantial and long term adverse effect on their ability to carry out normal day to day activities'.

Do you consider yourself to be a Disabled Person as defined by the Disability Discrimination Act 1995?

Yes No

9. Asylum and Immigration Act 1996

In accordance with the Asylum and Immigration Act 1996, we are required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be asked to provide the appropriate documentation.

I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation.

Signature:

Date:

10. Data Protection Act 1998

I certify that to the best of my knowledge the information given in this application is factually correct. I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the college. I understand information from this form will be computerised in accordance with Data Protection Act 1998.

Signature:

Date:

11. Equality in action

Equal Opportunities Monitoring Form

Milton Keynes College is striving to be an equal opportunities employer. For the Equal Opportunities Policy to be effective, it is necessary to monitor all applications for posts within the College. I would be grateful if you could complete this form and return it to Human Resources with your application. IT WILL BE TREATED IN THE STRICTEST CONFIDENCE AND WILL NOT FORM PART OF THE SELECTION PROCESS.

<p>Please indicate the band in which your age falls (years)</p> <p>Less than 20 { }</p> <p>20 – 29 { }</p> <p>30 – 39 { }</p> <p>40 – 49 { }</p> <p>50 – 59 { }</p> <p>60 or more { }</p>	<p>Marital Status</p> <p>Single { }</p> <p>Married { }</p> <p>Civil Partnership { }</p> <p>Separated { }</p> <p>Divorced { }</p> <p>Living with Partner { }</p> <p>Widowed { }</p>	<p>Gender</p> <p>Male { }</p> <p>Female { }</p>
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Do you consider yourself to be disabled?

Yes – physical impairment { } Yes – learning difficulty { }

Yes – mental health { } Yes – other { }

No { }

If yes, please specify:

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Will you need any adjustments to be made if you are invited to interview or appointed?

Yes (please give details below) { } No { }

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To which of these groups do you consider you belong? (mark ONE only)

White - British	{ }	Indian	{ }
White – Irish	{ }	Pakistani	{ }
White – other European	{ }	Bangladeshi	{ }
White – other background	{ }	Asian – Other*	{ }
Black - African	{ }	Mixed White - Asian	{ }
Black - Caribbean	{ }	Mixed White – Black (African)	{ }
Black – Other*	{ }	Mixed White – Black (Caribbean)	{ }
Chinese	{ }	Any other group*	{ }

* If 'other' please specify: