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| **Children First Derby Logo 2014** |
| **Reception/Administration Volunteer** |
| **Surname:** | **First Name:** |
| **Address:** | **Contact Numbers:**Home: Mobile:  |
| Email: |
| Disability |
| Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration.Please give details and indicate whether you would need any help or special equipment to enable you to carry out the duties outlined in the job description, to attend for interview, or to participate in the recruitment process. |
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**Qualifications/Training**

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| Where and when taken | Subject | Qualification/s |
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**Training/Short Courses**

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| --- | --- | --- |
| Where and when taken | Subject | Award |
| *(Continue on additional sheet, if necessary)* |   |  |

**Relevant Experience**

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| Interests/Hobbies |
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| Where did you see the position advertised? |
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**References**

Please supply the names and addresses of two people, not related to you who would be willing to supply a character reference. You must have known your referees for at least one year.

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| Reference 1 |
| Name:  Full Postal Address: Contact Details; Email:  Phone: Relationship: Volunteer Co-ordinator for Befrienders  |

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| Reference 2 |
| Name:  Full Postal Address: Contact Details: email: Relationship:  |

**DISCLOSURE FORM**

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| **Rehabilitation of Offenders** |
| **Declaration** |
| If returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. Please be aware that the provision of false information may result in your application not being considered or the termination of your employment. I certify that the information in this application is accurate and complete to the best of my knowledge. I understand that the Charity may decline my application without giving reason.By submitting this form I confirm that I consent to Children First Derby recording and processing the information detailed in this application form. I understand that this information may be used by the Charity in pursuance of its business purposes and my consent is conditional upon the Charity complying with their obligations under the Data Protection Act 1998. (I confirm that the information contained in this application form is correct).**Please print name or sign:** **---------------------------------------------------- Date ----------------------------** |
| **Equal Opportunities** |
| Children First Derby is committed to developing equal opportunities. To help us to monitor our performance, your co-operation in completing the attached form is appreciated.**Privacy Notice**We will process the personal information you provide for our legitimate charitable interest and to enhance the experience of our service users, staff and volunteers. This includes contacting you about relevant volunteering opportunities, news and events.* We respect your personal data and store it securely.
* We will never sell your personal data.
* We will remove your data if you ask us to.
* We will not share your personal information with a third party unless there are child protection concerns or by your agreement.
* We may send you content we think is relevant or interesting to you but you can unsubscribe or change your contact preferences at anytime.
* We may use your data to contact you about information you request or allow you to access our services.

For more information on how we use your data, please refer to our privacy policy which can be found on our website on [www.childrenfirstderby.co.uk](http://www.childrenfirstderby.co.uk)  |