



Suffolk Refugee Support Volunteer Application Form

All answers will be treated in strict confidence

1. Personal details

First Name
Surname
Address
Postcode
Telephone number
Email

2. Where did you hear about volunteering for Suffolk Refugee Support?

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3. Please tell us about your **work experience (paid or voluntary)** in the UK or abroad. Please tell us about any **relevant qualifications** that you have.

Date	Organisation	Job or Qualification

4. Do you speak, read or write any languages other than English and if so, what level?

1 – Fluent 2 – Intermediate 3 – Basic level 4 – Some knowledge

Language	Spoken	Written

Please note a second language is not required for every volunteer role

5. Why do you want to volunteer with us? Which roles are you interested in?

6. Do you have any skills that you would like to share with Suffolk Refugee Support?
e.g. cookery, art, sports coaching, other skills

6. Do you have any special requirements to volunteer with us?

7. What days of the week can you volunteer with us?

8. References

Please give the contact details of two people to comment on your suitability as a volunteer for Suffolk Refugee Support e.g. employer, teacher

They must have known you for at least a year.

They cannot be a friend or relative.

If this is difficult, please let us know and we can discuss alternatives.

Name and address	Name and address
Telephone number	Telephone number
Email	Email
How does this person know you?	How does this person know you?

Data protection:

SRS is committed to protecting the privacy and security of your personal information.

Your details will be entered on to our database, which we use to record information about volunteers and monitor recruitment. Full details of how when and why we collect personal data about people, how we use it and how we keep it secure is available in our Privacy Policy which you can access on our website (a copy can be provided on request).

Criminal convictions procedures statement:

If your application proceeds, we will also arrange for a DBS check appropriate to your volunteering role. We will consider carefully which DBS level to request according to legislation.

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to a post/role. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts/roles because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed
- Applicants age at the time of the offence(s)
- The length of time since the offence(s) occurred
- Whether the applicant has a pattern of offending behaviour
- The circumstances surrounding the offence(s), and the explanation(s) provided
- Whether the applicants circumstances have changed since the offending behaviour

However, failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal.

I declare that the information given in this form is correct and true, to the best of my knowledge.

Signed:

Name:

Date:

Please return your completed form to:
Volunteer Coordinator, Suffolk Refugee Support, 38 St Matthews Street,
Ipswich, Suffolk, IP1 3EP or **lruffle@suffolkrefugee.org.uk**

We will contact you shortly after receipt of this application.