



Completing Your Volunteer Application Form

Introduction

The following information is designed to assist you in applying to volunteer at HAGAM.

The application form plays a very important part in the selection process and will determine you being shortlisted for the volunteer vacancy for which you are applying. You must complete all sections of the form, making sure the information you provide is clear and accurate. The information you provide will be treated as confidential. If you are filling in the application by hand, please complete it in black ink or type. If you are completing the form electronically, please keep to the format in the form and do not change any of the fields.

Remember to send your application back within plenty of time and we advise that you take a copy of your form for future reference should you be invited for interview.

Vacancy Details

Please enter the details of the position you have applied for. You should also state where you saw the vacancy advertised, being as specific as you can (for example if you saw the job in a newspaper, please specify which one). This will be vital to our approach in equalities monitoring.

Please give full details of your availability to volunteer for HAGAM. Due to the nature of our work, we are only able to take on volunteers who can offer reasonably regular time slots.

Section A: Personal Details

Make sure you complete this section fully. It is important that you provide us with a full address and contact details as we will need this to contact you should you be shortlisted for interview.

Section B: Previous Experience

Please detail the name of the organisation, your position, the date you started at the organisation and the date you left (if applicable). You will also be required to include a brief description of your duties.

In this section, it is important that you include all relevant work experience including part-time work or temporary jobs, work experience or voluntary work. You may continue on a separate sheet if necessary, but remember to put your name and the position reference number on top of the continuation sheet.

Section C: Education and Qualifications

Please ensure you provide all the relevant information about your education and qualifications obtained, including those qualifications for which you are currently studying for. Please do not forget to include the dates of your education.

Section D: References

Please complete details for both referees. If you have worked over the past five years, one of your referees should be an employer. If you are a school/college leaver, please give us the name and address of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable.

Section E: Relevant Skills & Competencies

This section is a very important part of your application form as it provides you with an opportunity to tell us about your skills, experience, training or qualifications that you have not been able to record elsewhere in the application form. Before completing this section, read through the Job Description and think carefully about why you are suitable for the post, relating your skills, knowledge and experience to the duties of the post as fully as possible.

Review the Person Specification and include any relevant details. If the person specification contains competencies, please provide an example of how you have demonstrated each competency in the past. The example you give should outline what you **have done** in the past to demonstrate that competency rather than what you **would do** if a particular situation arose. The example may be from your current job or from an activity you have done in the past.

For example; if one of the competencies in the person specification is 'communication and influence, it will not be adequate to just state 'I am an effective communicator. A more relevant example would be: "I recently delivered a presentation to some of my colleagues. In order to ensure I got the key message across, I spoke with several staff beforehand to gauge how they might react to the messages, anticipated questions and prepared some notes. I also practiced my presentation with a colleague beforehand. During the presentation I recapped on key points to clarify important points and invited questions at various stages. I made sure everyone had understood the key messages by asking staff to repeat back to me what they were. The feedback I received was excellent".

Please note: You do not have to provide an example for each behavioural indicator; one example per competency will be adequate.

When completing this section of the form, try to list your examples in the order they appear in the Person Specification, as this will help when we are shortlisting. Feel free to continue on a separate A4 sheet if you need more room but do not forget to put your name and position reference number on it.

Section F: Criminal Records Disclosure

Due to the nature of HAGAM's work, the volunteer position you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act. You are required to disclose all convictions you may have had. Any information you disclose will be kept in strict confidence and will be used only in consideration of your suitability for this post. You must also disclose if you are currently subject to any form of probation or supervision order.

Section G: Applicant's Declaration

In signing the application form you confirm that all the information you have given in the application form is true and accurate.

Equal Opportunities Employment Monitoring

HAGAM is committed to equal opportunities policies and action to ensure that it appoints the best candidates for any post irrespective of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin, religion or creed.

All aspects of recruitment are monitored to ensure that our policies and procedures are not discriminatory. Without accurate data on the composition of our workforce and on job applicants, we are unable to monitor the effectiveness of our commitment to equal opportunities in all our policies and procedures. Please assist us with this by filling in your form and returning it with your application.

The monitoring form is confidential. It does not form any part of the recruitment process and is not seen by the interview panel.