

**Volunteering with Belfast And Lisburn Community Project**

Thank you for considering Belfast And Lisburn Community Project for a volunteering role.

Belfast And Lisburn Community Project has been helping homeless people in the city for nearly Twelve years. We promote the wellbeing of all homeless people in and around Belfast/Lisburn, enabling them to make life fulfilling and enjoyable.

We aim to match volunteers with a volunteering opportunity that will be both enjoyable and rewarding. As such, we undertake a comprehensive recruitment process, comprising application form, interview, reference requests and induction training. For most volunteering roles, a Disclosure and Barring Check (criminal records check) will also be required. Please be aware that we accept applications from those over 18 years old.

All staff and volunteers within Belfast And Lisburn Community Project seek to provide the highest standards of care and support to our client group and we very much look forward to welcoming you to our team.

Thank you for your support.

**VOLUNTEER APPLICATION FORM**

NAME & TITLE …………………...………………….…..………………………………………………………………………….

ADDRESS……………………………………………………………………….………………………………………………………..

……...………………………………………………………………………………………POST CODE……………………………..

TELEPHONE Home………..……………..………………….….…….Mobile…………………………………………..

EMAIL ADDRESS………………………………………………………………………………………………………………………

**CURRENT CIRCUMSTANCES** Please tell us why you would like to volunteer with us and a little about your current circumstances.

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If you have a car do you have a full/clean driving licence? YES/NO

**MEDICAL CONDITIONS** Please list any serious conditions (including mental health illness) over the last five years and include details of ongoing treatment.

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**GP DETAILS** A request for a medical reference from your GP may be required under certain circumstances. Your permission will be sought before a reference is requested.

GP Name…………………………………...............Name of Practice…………………………………………………….

Address…………………………………………………………………………………………………………………………………..

**CRIMINAL RECORD**

This post is exempt from the Rehabilitation of Offenders Act 1974 and you are required to reveal all convictions, even those which are spent. A criminal record will not necessarily be a bar to obtaining a position. Most volunteering opportunities will require a DBS check (Disclosure and Barring Service).

Have you ever been convicted of a criminal offence? YES/NO

If you answered yes, please give details………………………………………………………………………………….

**VOLUNTEER OPPORTUNITIES**

We offer a range of volunteering opportunities within Belfast And Lisburn Community Project and further details can be found on our website.

Please indicate the main positions you are interested in (number one being the greatest interest, number two less interest and so on.)

1.

2.

3.

4.

5.

**For further information please contact**

The Volunteer Recruitment Organiser

T 02895933232

E [admin@balcproject.org.uk](mailto:volunteering@ageukyork.org.uk)

W [www.balcproject.org.uk](http://www.ageukyork.org.uk)

**REFERENCES**

Please give details of two referees (not related to you) who have known you for at least two years. One referee should be known to you in a professional capacity.

Name & title…………………………………………………….. Name & title……………………………………………………

Address……………………………………………………………. Address: …………………………………………………………

…………………………………………………………………………. ……………………………………………………………………….

Post Code: ……………………………………………………….. Post Code: ………………………………………………………

Tel. No………………………………………………………………. Tel. No……….………………………...............................

Email………………………………………………………………… Email………………………………………………………………

Relationship to you……………………… Relationship to you……….………….

Known to you for …………years Known to you for …….….years

**DECLARATION**

Belfast And Lisburn Community Project staff and volunteers must ensure that any personal information disclosed to them in the course of their work is treated as strictly confidential and should only be disclosed to those who need to know with the consent of the person concerned. An exception to that general rule can be made if the person is at risk or is putting others at risk. Any matter of concern must be reported to your organiser so they can decide on appropriate action.

Please sign your name below to show that you accept the confidentiality statement and that the details that you have given in this form are correct to the best of your knowledge.

Belfast And Lisburn Community Project will store your details for use in progressing your application and will not pass your details to any other organisation. Unsuccessful applications will be kept for six months for monitoring purposes and will then be removed from our database. Full details of how we process your data and your rights to view your data are available at [www.balcproject.org.uk](http://www.balcproject.org.uk)

Signature………………………………………………………………………………………. Date………………………

**Please return your completed application to**

The Volunteer Recruitment Organiser, 16 Holywood Road Belfast.

E admin@balcproject.org.uk

