

# VOLUNTEER APPLICATION FORM

## CONFIDENTIAL

The contents of this application form will be treated in the strictest confidence and will be seen only by staff at Catalyst concerned with the interviews. CV's are not acceptable. You have the right to see any information concerning you that we keep.

*Block capitals please*

Surname: \_\_\_\_\_ Mr/Mrs/Ms \_\_\_\_\_

Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ County \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone no: Home \_\_\_\_\_ Work \_\_\_\_\_

Email Address \_\_\_\_\_

Present or previous\* occupation (\*if currently not working) \_\_\_\_\_

Please indicate below the volunteer position you are applying for i.e. Counsellor / Administrator / Group Facilitator:

### Education & Qualifications

(Give brief details of education and qualifications, including any courses you are currently undertaking)

Date	College/University	Qualifications

**HEALTH (Including physical disabilities. This need not necessarily affect your application).**

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**Please explain why you want to become a volunteer:**

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**What particular qualities and experiences could you bring to being a volunteer with Catalyst?**

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**Please give brief details of any previous experience or training in counselling or working in the voluntary sector:**

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**Do you have a personal history of alcohol and drug dependency? (We normally look for 5 years proven alcohol/drug free recovery but under certain circumstances we will consider people with a lesser period) *Please give details.***

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**Do you have a current driving licence and regular access to a car you could use for volunteering and adequate insurance? YES / NO (please circle your answer)**

(Your costs would be repaid at 45p per mile)

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**Any other information that would be relevant to your application.  
(For example training experience)**

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**How many hours per week do you anticipate being able to offer as a volunteer for Catalyst?**

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**Would you prefer daytime or evening work?**

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**Please give below the names addresses and status of two referees to whom we can apply one of these should be an appropriate person who has some understanding of the requirements of this kind of work. *Please obtain their consent first.***

1. Name \_\_\_\_\_ Mr/Mrs/Ms \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ County \_\_\_\_\_ Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

2. Name \_\_\_\_\_ Mr/Mrs/Ms \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ County \_\_\_\_\_ Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

## Catalyst Monitoring Information

Catalyst is committed to developing its policies to promote equal opportunities in employment. All applicants will be treated on their merits regardless of sex, age, marital status, disability, sexuality, race, colour, and religion, ethnic or national origin. To monitor the effectiveness of our equal opportunities policy we would be grateful if you would provide the information requested below. Thank you for your assistance:-

Date .....

(Please tick in boxes provided)

1.	<b>I am</b>	Female	<input type="checkbox"/>		
		Male	<input type="checkbox"/>		
2.	<b>Marital Status</b>	Single	<input type="checkbox"/>	Divorced	<input type="checkbox"/>
		Married	<input type="checkbox"/>		
3.	<b>Age</b>	16-24	<input type="checkbox"/>	24-34	<input type="checkbox"/>
		35-44	<input type="checkbox"/>	45-64	<input type="checkbox"/>
		65+	<input type="checkbox"/>		
4.	<b>I would describe my racial/ethnic* origin as</b>				
	White	<input type="checkbox"/>			
	Black – Caribbean	<input type="checkbox"/>			
	Black – African	<input type="checkbox"/>			
	Black – Other (please specify)				
	Indian	<input type="checkbox"/>			
	Pakistani	<input type="checkbox"/>			
	Bangladeshi	<input type="checkbox"/>			
	Chinese	<input type="checkbox"/>			
	Other (Please specify)				

\*Please note: ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. EEC citizens can belong to any of the groups indicated.

5.	<b>Disability</b>	
	Catalyst invites applications from disabled people. The following information is sought only for monitoring purposes.	
	Do you have a disability?	Yes/No
	If yes, are you registered as a disabled person?	Yes/No
	If yes, please describe the nature of the disability.	

**Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.**

**How or where did you hear about Catalyst?** \_\_\_\_\_

**Rehabilitation of Offenders Act 1974**

Any volunteer work you have applied for is exempt from the Rehabilitation of Offenders Act 1974. If you have at anytime been convicted of an offence spent or unspent, please give details. Criminal convictions will not automatically prevent you from volunteering and should be disclosed to us at the earliest possible stage.

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If your application is successful we will apply for a Police Check to be carried out by the Criminal Records Bureau.

**I declare that the information given on this form is accurate.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return your completed form to [recruitment@catalystsupport.org.uk](mailto:recruitment@catalystsupport.org.uk) or to:  
Human Resources  
Catalyst  
14 Jenner Road  
Guildford  
Surrey GU1 3PL**

**Thank You.**



## **EQUAL OPPORTUNITIES STATEMENT OF INTENT**

Catalyst Trustees and staff recognise that we all live in a multi-cultural society, and that injustice and discrimination does exist.

In achieving the objectives of Catalyst our promise to you is that you will not be discriminated against by the organisation because of age, gender, disability, class, culture, religion, sexuality, or social status.

The Trustees and staff of Catalyst believe that all individuals are entitled to and will be treated with dignity and respect and any necessary action will be taken to ensure equality of opportunity for all.

All staff, volunteers, students and trustees will be made aware of this Statement of Intent and the Catalyst Equal Opportunities Policy, which is available in all Catalyst departments.

This statement and the Equal Opportunities Policy will be regularly monitored.