



Volunteer Application Form

Thank you for your interest in volunteering with (*BALCProject*) Belfast And Lisburn Community Project

Volunteers play a vital role in the communities of our Charity across the network of Belfast And Lisburn Community Project. All volunteer applications are reviewed with consideration of current volunteer opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act and GDPR. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

Personal Details

Name: _____ Mr. Mrs. Miss. Ms.

Postal Address: _____

Post Code: _____

County: _____

Telephone: (Home) _____

(Mobile) _____

E-Mail: _____

Birth-date: _____
Day / Month / Year

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

Name: _____ Relationship: _____

Telephone: (Home) _____

(Mobile) _____

Equal Opportunities

Belfast And Lisburn Community Project is committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. All volunteer recruitment decisions will not be influenced by race, colour, nationality, religion, sex, marital status, family status, sexual orientation, disability, age or membership of the Traveller Community. Belfast And Lisburn Community Project fully endorses a working environment free from discrimination and harassment.

Belfast And Lisburn Community Project charity are committed to standards of excellence in Child Protection practices. Where your volunteer role may have direct contact with children, you will be required to complete a AccessNI criminal record checks, which will be processed by Belfast And Lisburn Community Project. In the mean time, please complete the question below.

Have you ever been convicted of an offence in the United Kingdom or elsewhere?

Yes No

If you ticked yes, please provide details below

Your Skills and Interests

1. Have you ever done any voluntary work before? Yes No

If you answered yes, please tell us a little about the experience.

2. Why do you want to volunteer now? What has motivated you to get in touch with us?

3. Do you have any particular skills or qualities that you could use in your voluntary work?

4. Are you applying for a specifically advertised position? Yes No

If yes, please write the following; Role name _____

Reference # _____

5. What kind of voluntary work interests you?

('Categories of Volunteering in Belfast And Lisburn Community Project')

- Fund Raising
- Public Relation Officer
- Housing Advice
- Mental Health Advice
- Shop Assistant
- Other

6. When are you available for voluntary work? Totally Flexible

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

7. How long do you intend to volunteer for? _____

(note that some opportunities demand a minimum time commitment, ie. Board level roles)

8. How did you find out about volunteering with Belfast And Lisburn Community Project?

- Information / Outreach meeting
- BALCProject Website
- Leaflet / Poster
- Word of Mouth
- Internet www. _____
- Other _____
- A Volunteer Centre
- Local Shop
- Online Media Radio / Television / Newspaper

References

1.

Name: _____ Relationship: _____

Place of Work: _____ Position: _____
(If applicable)

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

2.

Name: _____ Relationship: _____

Place of Work: _____ Position: _____
(If applicable)

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

If you have any queries when completing this application form, please phone [\(02895 933232\)](tel:02895933232) or e-mail admin@balcproject.org.uk If you would like to find out more about [\(BALCProject\)](#) Belfast And Lisburn community Project, log onto our website www.balcproject.org.uk

Is there any additional information you would like to bring to our attention?

Privacy statement:

The personal information on this form is being collected for the purposes of recruiting and selecting volunteers wishing to work in Belfast And Lisburn Community Project. The information may also be required for evaluation purposes. Any evaluation reports developed will not identify individual volunteers by name. This information may be shared with partner organisations and funding bodies.

Please read the following carefully before signing this application:

I understand that this is an application for and not a commitment or promise of volunteer opportunity. I certify that I have and will provide information throughout the selection process, including on this application for a volunteer position and in interviews with [Belfast And Lisburn Community Project] that is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that information contained on my application will be verified by [Belfast And Lisburn Community Project]. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with [Belfast And Lisburn Community Project] or my termination as a volunteer.

I declare that the information I have provided is true. All my actions as a volunteer will reflect the ethos of Belfast And Lisburn Community Project.

Signed _____ Date _____

Belfast And Lisburn Community Project is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child-safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

For office use only	Notes
Volunteer Position _____	
Volunteer Interview _____	
Volunteer Role Description sent _____	
References Collected _____	
Volunteer Start Date _____	