



Volunteer Facilitator

Application Form

Personal Details

Surname

Forename

How would you like to be addressed in correspondence? Mr/Mrs/Miss/Ms/Other.....

Address

Postcode

Daytime contact number

Evening contact number

E-mail

Date of birth

How did you find out about this vacancy?.....

Disability

The Disability Discrimination Act defines a “disabled person” as a person with:
“A physical or mental impairment, which has a substantial or long term adverse effect on their ability to carry out normal day to day activities.” The following question on disability is designed to enable us to assess what action we might take to offer positive employment opportunities for people with disabilities.

Do you have a disability? Yes No

If yes, please describe how the disability affects you. Further, **please state if there are any particular arrangements you would like us to make to assist you in the selection process.**

Criminal convictions

This post is exempted under the Rehabilitation of Offenders Act (Exemptions) Order 1975. You are therefore required to declare to us, on this form, any convictions, cautions or bindovers, even if you consider them to be spent. If you have no convictions please write “none”.

Details of any criminal convictions, cautions of bindovers

.....

References

One referee must be your current, or if you are not employed, your most recent employer. Referees must not be friends and must not be related to you.

	Referee 1	Referee 2
Name		
Title		
Organisation/school		
Address		
Postcode		
Phone		
E-mail		

Educational Achievements and Training

In this section please list all educational achievements eg. GCSE, A level, City & Guilds, degree, professional qualifications including membership of any professional bodies.

Educational/Training establishment from age 11	Qualifications gained, training courses completed. Please state the level and the date achieved	Date from	Date to

Membership of professional bodies

Name of institute/professional body	Level of membership	Membership no.

Periods unaccounted for

Please give details of any periods that are not accounted for by full time employment, education or training. This would include periods of unemployment, carer’s responsibilities, ill health, etc.

Reason/description of circumstances	Date from	Date to

Supporting Statement

Please explain (ideally on no more than 2 sides of A4) how your experience skills, abilities and knowledge, gained in paid or unpaid work, study or training, meet the relevant criteria as described in the person specification.

Please make sure you address all the criteria in the order in which they appear.

Remember to include relevant experience (skills you have gained outside paid work eg. voluntary and community work).

Interview Task

Please prepare a short presentation (ten minutes maximum) of how you would ensure volunteers of all abilities could assist in the work of a music charity. If short-listed for interview you will present your ideas to the interview panel. Please provide a written resumé of your presentation with your application.

Signature

The information supplied on this application form is correct and true.

Signed.....Date.....

Equal Opportunities Monitoring Information

Music Alive has an Equal Opportunities Policy and is committed to recruiting the best applicant for the job, regardless of any factor other than the ability to do the job. To help us monitor this policy, please complete the recruitment monitoring form. All information will be treated in the strictest confidence and will be separated from your application on receipt. It will not be seen by those involved in the assessment of your application. Your co-operation in its completion is therefore welcome and helpful.

I consider my ethnic origin to be: (please tick appropriate box)

Asian or Asian British	Black or Black British	Chinese or Other Ethnic Group
-------------------------------	-------------------------------	--------------------------------------

Bangladeshi	<input type="checkbox"/>	African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
-------------	--------------------------	---------	--------------------------	---------	--------------------------

Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Any other Ethnic Group	<input type="checkbox"/>
--------	--------------------------	-----------	--------------------------	------------------------	--------------------------

Pakistani	<input type="checkbox"/>	Black Other	<input type="checkbox"/>		
-----------	--------------------------	-------------	--------------------------	--	--

Asian Other	<input type="checkbox"/>				
-------------	--------------------------	--	--	--	--

Mixed

White

White & Black African	<input type="checkbox"/>	British	<input type="checkbox"/>
-----------------------	--------------------------	---------	--------------------------

White & Black Asian	<input type="checkbox"/>	Irish	<input type="checkbox"/>
---------------------	--------------------------	-------	--------------------------

White & Black Caribbean	<input type="checkbox"/>	White Other	<input type="checkbox"/>
-------------------------	--------------------------	-------------	--------------------------

Mixed Other	<input type="checkbox"/>		
-------------	--------------------------	--	--

My gender is

Male

Female