



## VOLUNTEER APPLICATION FORM

### Contact Information:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
\_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Emergency Contact/Relationship to you: \_\_\_\_\_

**Please note that we require a regular commitment for an initial period of at least 6 months. Ideally, this would be once a week for dressing volunteers and once a month for interview volunteers.**

### Please cross when you would be available to volunteer:

Mon (10am-5pm)	Tues (10am-5pm)	Wed (10am-5pm)	Thurs (10am-5pm)	Fri (10am-5pm)

### Please indicate below which type of volunteer role you are interested in:

- Dressing volunteer:** Working one-to-one with clients, helping them to find a suitable outfit to wear to their job interview.
- Interview training volunteer:** Helping clients prepare for their interview (background in HR, recruitment or senior management required.)
- Stockroom volunteer:** Sorting and hanging clothes, steaming and ironing; managing the stockroom.
- Special Project Manager:** Managing projects, not mentioned above i.e. organising sales and events, fundraising, outreach (background in managing projects required)

**Please tell us how you heard about Smart Works and why you are interested in volunteering with us:**

**CV (if available)**

Attach your CV to your email with the application

**If no CV please give us a brief description of current or most recent employment including roles and responsibilities, including voluntary work:**

## References

Please give name and contact details of two references who are not related to you:

### Referee 1

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

How do you know them? \_\_\_\_\_

### Referee 2

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

How do you know them? \_\_\_\_\_



## Equal Opportunities Monitoring Form

Smart Works is striving to be an equal opportunities charity and welcomes applications from all sections of the community. To monitor how effective we are in offering equal opportunities we need to collect data about the volunteers who apply to us.

To help us find out how far we are succeeding in equal access to our volunteer roles, and for this reason only, please complete this form by ticking the appropriate boxes.

1. Do you consider yourself as:

- Male                                       Female                                       Prefer not to say

2. Do you consider yourself disabled?

- Yes     No     Prefer not to say

3. What is your ethnic group?

- White British                                       White (Other)
- Asian (Chinese)                                       Asian (Bangladeshi, Pakistani, Indian)                                       Asian (Other)
- Black (Caribbean)                                       Black (African)                                       Black (Other)
- Mixed ethnic group                                       Other, please specify \_\_\_\_\_

I agree that Smart Works may retain the information contained in this questionnaire for six months or, in the event of my becoming a volunteer, as long as necessary. Smart Works is registered under the Data Protection Act.

**Signature:** \_\_\_\_\_

**Date:**     \_\_\_ / \_\_\_ / \_\_\_\_\_