

SMART WORKS

Volunteer Application Form Birmingham

Contact Information:

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Mobile Phone: _____

Email: _____

Date of birth: ____ / ____ / _____

Please add a cross when you would be available to volunteer:

<i>Mon</i> <i>(10am – 5pm)</i>	<i>Tues</i> <i>(10am-5pm)</i>	<i>Thurs</i> <i>(10am-5pm)</i>	<i>Fri</i> <i>(10am -4pm)</i>

Please note that Smart Works Birmingham is open Mondays, Tuesdays and Thursdays 10am – 5pm and Fridays 10am – 4pm. Last available appointment is 3pm (2pm on a Friday) and appointments are two hours long.

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, introducing the Smart Works service and explaining what will happen during the clients' time with us.

Interview coaching volunteer: Helping clients prepare for their interview (background in HR, recruitment or senior management required), looking at clients' strengths and skills, ensuring clients know what to expect at interview, providing feedback on interview answers. Guiding and helping to empower clients rather than giving them the answers.

Stockroom volunteer: Sorting, steaming and hanging our stock and making sure clothes are immaculately presented. You need to be highly organised and tidy, love clothes and have lots of energy.

Admin volunteer: Helping in the office by answering phones, greeting clients, inputting data, filing and helping with other office duties. You need excellent customer service skills and general office skills.

Please note that we do not always have opportunities available but we'll get back to you when there are volunteering opportunities for the role you have indicated your interest in.

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

CV (if available)

- Attach your CV to your email with the application if you haven't already submitted it

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? : _____

I agree that Smart Works Birmingham 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:** ____/____/____