

 Volunteer Application Form

Please type or write in black ink, as this form will be photocopied. All information will be kept confidential.

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| **Note:** Please answer all questions as incomplete applications may be rejected. Do not attach a cover letter or CV with this application form. |

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| Volunteer role applied for: |  Youth Engagement Volunteer |

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| **Personal Details** |
| First Name: |  |
| Surname: |  |
| Name you prefer to be known as (if different from your first name) |  |
| Are you aged 25 or over? (Yes/No) |  |
| Telephone (day): |  |
| Telephone (evening): |  |
| Email: |  |
| Address: |  |

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| **General Information** |
| If successful, will you be available to start volunteering in September 2024? |  |
| If successful, will you be available to attend the induction on 07/09/2024? |  |
| Are there any dates or times when you would not be available for interview? |  |
| Adjustment Requirements:*If you have a disability, please tell us about any adjustments we may need to make to assist you during the application and selection process to ensure equality of opportunity.* |  |

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| **Please tell us why you want to volunteer with Belong To?** |
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| **Please tell us what you hope to gain from volunteering with us?** |
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# Work and Voluntary Experience

*Please describe your current and previous employment/ voluntary work. Start with your current or most recent job/ voluntary position.*

*Add additional rows as required.*

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| **From****(month/ year)** | **To****(month/ year)** | **Organisation (Employer)** | **Position and description of responsibilities** |
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# Education and Training

Please give details of relevant course(s) undertaken, relevant education and other qualifications obtained. **You may be asked to bring evidence of your qualification to interview.**

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| --- | --- | --- | --- |
| Dates | Name and address of institution/ provider | Details of course attended | Duration of course and qualification gained (if any) |
| From | To |
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| **When are you available to volunteer?** (Please specify days, times and length of commitment you would like to make). The youth groups are currently held on Monday, Tuesday, Wednesday and Thursday evenings but these are subject to change. We also request that volunteers commit to a minimum of 1 year volunteering with us. |
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| **Do you have any other information you would like to share?**What hobbies, skills, special interests or qualities do you have that may be relevant to the volunteer role you are applying for?  |
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# References

Please give us the name and address of two referees. The first should be your current or most recent employer/ voluntary organisation, or course tutor if you are a student. The other should be someone who knows your professional/voluntary work well enough to be able to comment meaningfully about your ability to carry out this role. They must not be related to you.

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| --- | --- |
| **Reference 1** ***(Current or most recent employer)*** | **Reference 2** |
| Name |  | Name |  |
| Address |  | Address |  |
| Position |  | Position |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Relationship |  | Relationship |  |

*We will seek your consent to contact referees in advance of contacting them.*

# Declaration – Confidential

Many employees and volunteers at Belong To are required to undergo Garda Vetting prior to starting in their roles. Vetting and the suitability of prospective employees and volunteers with past criminal convictions or records are considered within a restorative justice framework. A full copy of the [organisation’s vetting policy](https://www.belongto.org/funding-governance/), including the appeal mechanisms, are available on the organisation’s website.

Have you ever been convicted of a criminal offence or been the subject of a caution or of a bound over order?

 Yes [ ]  No [ ]

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| Signed: |  |

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| If yes, please state below the nature and date (s) of the offence (s): |
| Nature of the Offence | Date of the Offence |
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**I confirm that nothing within my personal or professional background deems me unsuitable for a post that involved working with children, young people and vulnerable adults.**

I declare that the above information is true and give Belong To LGBTQ+ Youth Ireland permission to contact previous employers for the purposes of checking references:

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| Signed: |  | Dated: |  |

# GDPR, Privacy and Data Protection

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with Belong To LGBTQ+ Youth Ireland we create a number of both paper and digital records in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to privacy@belongto.org ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate’s personal data held by Belong To LGBTQ+ Youth are set out in our [data protection policy](https://www.belongto.org/funding-governance/).

**Consent**

We take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our privacy and data protection policies.

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| **Signed:** |  | **Dated:** |  |

**Special Category Data Consent**

We may request special category data from you, for your own personal safety or to ensure the safety of the young people who access our services. This may include health information or criminal records. Where we collect special category data, we will only request the information required for the specified purpose and will always seek your explicit consent through a signature. You can modify your consent at any time, which we will act on immediately, unless there is a legitimate interest or legal reason for not doing so.

I hereby give my explicit and informed consent to Belong To LGBTQ+ Youth Ireland to process the following special category data: criminal records/ convictions; medical information.

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| **Signed:** |  | **Dated:** |  |