



Volunteer Application Form

Please answer all questions as fully as possible and return it to the company for safe and secure storage. WRC has an obligation under the General Data Protection Regulation to ensure that all personal information is accurate, up to date and held securely. Please see our Privacy Notice for Applicants on our website for more information on how we collect, process and store your personal data. We value your support and promise to respect your privacy and adhere to data protection legislation. We will not disclose personal information supplied by you with a third party organisation without your consent other than where specified in the Privacy Notice.

Personal Details

First name	
Surname	
E Mail	
Date of Birth	Nationality
Address	
	Post code

Work or Volunteer Experience

Date	Organisation	Responsibilities / skills gained

Date	Organisation	Responsibilities / skills gained

Languages

Language	Spoken – please indicate level e.g. native, fluent, proficient, basic	Written please indicate level e.g. native, fluent, proficient, basic

Why do you want to volunteer at the Welsh Refugee Council?

Please tell us about any hobbies or interests you have that might be relevant to the role you applied for.

Please tell us about any skills, qualifications or training you have which may be relevant to being a volunteer with us.

Do you have any special requirements that we need to consider if you were to volunteer with us?

How long can you volunteer with us? (e.g. 3 months, 6 months)

How many days a week can you volunteer?

What days and times are you available to volunteer?

Are you interested in a particular volunteer role? If so, please tick which roles you may be interested in.

ESOL Teacher (Cardiff only)	
Administrative Volunteer	
Reception Volunteer	
Play Development Volunteer (Cardiff and Newport only)	
Communications Volunteer	
Policy Volunteer	
Casework Assistant Volunteer	
Finance Volunteer (Cardiff only)	

How did you hear about volunteering at the Welsh Refugee Council?

Please be aware that the Welsh Refugee Council works with vulnerable clients and you may be subjected to a DBS check, depending on your role.

Have you ever been convicted of a criminal offence? (You do not need to disclose convictions deemed 'spent' under Rehabilitation of Offenders Act legislation)

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If YES, please give details of all offences, sentences and dates on a separate sheet of paper, in a sealed envelope, marked confidential, for the attention of the Volunteer and Partnership Officer.

References

In line with our Privacy Notice for Applicants, please note that any references that we obtain about you are given in the strictest confidence, and are subsequently exempt from Subject Access Requests. Therefore you would be unable to request a copy of any reference we gather about you through the means of a Subject Access Request to WRC, your previous employer, or through escalating the issue to the Information Commissioner's Office. Providing referee details and signing this document confirms that you are satisfied with the above explanation and give WRC permission to collect references about you.

First Reference		
Name	Position	Organisation
Address		Phone number
Relationship to you	Email address	

Second Reference		
Name	Position	Organisation
Address		Phone number
Relationship to you	Email address	

Do you have a disability? This will only be used for the purposes of assessing whether we need to make any reasonable adjustments arranging or conducting an interview.

Yes	No	Prefer not to say
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We may not have a voluntary position available at the moment, but vacancies arise throughout the year, and we may contact you in the future regarding a volunteer role that matches your application.

Do you give your permission for us to securely store your application, and contact you in the future if appropriate?

Yes No

Your information will be kept confidential, and we will not share your details with anyone else. It will be destroyed after 6 months of inactivity with WRC. If you apply but never complete any work for us, then your information will be destroyed 6 months after we have received your application.

Any individual who is invited to an interview will be required to bring a signed copy of the Privacy Notice for Applicants with them in order for the interview to go ahead. This document can be found on our website.

Declaration

I certify that the information given on this form is correct to the best of my knowledge:

Signature Date

Name

Please return this form to martin@wrc.wales or 120 – 122 Broadway, Cardiff, CF24 1NJ