**Durham Diocese**

**Volunteer Application Form**

**Thank you for your interest in volunteering with us.**

If you require support in completing this form, please just let us know.

**Personal Information and contact details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title (e.g Mr / Miss / Dr etc.): | First Name(s): | | Surname: | | | Known as (if applicable) |
| Address (including postcode). | |  |  | | | |
| Daytime Telephone Number: | | | | Mobile | Telephone Number: | |
| Email (Essential): | |  |  | | | |
| Date of Birth | |  |  | | | |

**Volunteering Role**

|  |
| --- |
| **Vacancy Audit Coordinator** |

**Availability – your gift of time**

Please specify how much time you are able to give:

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Employment Status** | |  |  |
| Employed full time |  | Retired |  |
| Employed part time |  | Other (please state) |  |
| Unemployed |  | Prefer not to answer |  |
| Self employed |  |  |  |

**Knowledge and experience – your gift of talent**

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| --- |
| With reference to the person specification, please outline what you bring to this volunteer role and why you are applying for it: |
|  |

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| **Do you have a disability, medical issue or specific need** which might affect your volunteer duties or for which special arrangements or adjustments may be needed?    Yes No    If yes, please provide further details if you feel comfortable doing so. It is important that we can make your volunteering as accessible and beneficial as possible. If you would prefer to discuss by phone or in person please note this and we shall get in touch to arrange this. |

**Safeguarding**

Durham Diocese takes the safeguarding and welfare of children, young people and vulnerable adults, our staff, clergy, volunteers and visitors extremely seriously, and we will take immediate action where the safety and protection of children and vulnerable adults is at stake. We expect all staff and volunteers to share this commitment.

**Please note that you must complete the Church of England Basic *and* Foundation Safeguarding Awareness online courses before you start your volunteer role. Please go to** [**https://safeguardingtraining.cofeportal.org/**](https://safeguardingtraining.cofeportal.org/) **and register as part of ‘Durham Diocese’ when you access the course.** If you would like support with online access or you feel affected by any of the content, please just let us know as help is available. Please note that you must complete and return the attached Church of England Confidential Declaration Form before you start your volunteer role.

**References**

Please provide names and contact details for two referees. At least one referee must be from outside of the Church body. If you have volunteered with a different Church body within the past two years, one of your referees must be from your previous Church body. Referees must be aged over 18 and not be family members or relatives. Examples of suitable referees include former employers, teachers or other impartial and professional people who have known you for **at least one year** and well enough to comment on your experience, character and suitability for volunteering.

|  |  |  |
| --- | --- | --- |
|  | **Referee one** | **Referee two** |
| Name  (inc.title e.g. Miss / Mr / Dr.) |  |  |
| Job Title  (if applicable) |  |  |
| Phone No. |  |  |
| E-mail |  |  |
| Address including postcode |  |  |
| How do you know this person? |  |  |
| How long have you known this person? |  |  |

**Declaration**

|  |  |
| --- | --- |
| I understand that any offer for volunteering with Durham Diocese is subject to references and DBS paperwork where applicable.  I confirm to the best of my knowledge that the information I have given is true and correct. I understand that any misleading statement or deliberate omission may result in my volunteering coming to an end.  Name (please use BLOCK CAPITALS): | |
| Signature: | Date: |

**Please return this form to:**

[archdeacon.of.durham@durham.anglican.org](mailto:archdeacon.of.durham@durham.anglican.org)

**What happens next?**

* Your references will be requested.
* Once we have received your references we will arrange an informal interview to discuss the role in more detail to make sure it’s right for you and you are happy with the details.