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| **Volunteer Application Form** |

We couldn’t do the work we do at Manchester Refugee Support Network without our team of dedicated volunteers. Volunteers are central to enabling MRSN to undertake all aspects of its work.

There are a range of different projects that you can be involved in. Some of the roles need a regular commitment each week, whereas others are more occasional. We particularly welcome refugees and asylum seekers who wish to volunteer at MRSN. All volunteers receive induction training and ongoing support with further training opportunities offered as needed for different roles.

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| **Volunteer position applying for** |  |

1. **Personal Details**

|  |  |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Personal number** |  |
| **Work/number** |  |
| **Email address** |  |

1. **Experience and education**

*Please start with your highest education level achieved. If you currently in education, please give details of your course and when you expect to gain a qualification.*

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| --- | --- | --- | --- |
| **Educational institution and location** | **Course(s)** | **Grade/result** | **Date completed** |
|  |  |  |  |
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**Relevant work experience (paid or voluntary) during the last five years**

*Please start with your current or most recent employment*

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| **Organisation/Company** | **Role and brief details of responsibilities** | **Dates worked there** |
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| **Any additional training received**  ***Eg. First Aid, TEFL*** | | |
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| **What languages do you speak?**  ***Please detail if you are fluent, intermediate, beginner.*** |
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1. **Reasons for applying**

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| **Why do you want to volunteer at MRSN?**  ***Continue on another sheet if necessary*** |
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| **What skills and experience do you have which are relevant for MRSN?**  ***Continue on another sheet if necessary*** |
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| **How did you hear about volunteering at MRSN?** |  |

1. **Availability**

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| **How many hours a week are you able to volunteer at MRSN?** |  |

**Please mark which days you are available to volunteer?**

*(Please specify if there are any particular hours that you can work)*

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| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **AM** |  |  |  |  |  |
| **PM** |  |  |  |  |  |

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| **Do you have any particular requirements that we would need to consider if you were to become a volunteer?** |  |

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| **Rehabilitation of Offenders Act** | | |
| Under the provision of this Act you must give details of any unspent offences. If you are unsure of rehabilitation periods, ie the time the conviction becomes unspent, you can obtain information from the Human Resources Department.  All successful applicants will be subject to a police check when the provisions of the Act apply, eg when the job entails working with children or other regulated activities (Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012).  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.  The disclosure of convictions will not necessarily be a bar to employment and only relevant convictions will be taken into consideration at shortlisting or interview stage. | | |
| **Have you any unspent criminal convictions or cautions?** | Yes | No |
| **If YES please give brief details, (the nature of the offence; place and date of judgement; sentence).** | | |
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1. **References**

Please give the contact details of two people who will be able to comment on your suitability to volunteer for Manchester Refugees Support Network. They should have known you for at least a year, and cannot be related to you. (E.g. community representative, employer, volunteer manager, doctor, social worker or tutor)

If this is difficult for you because you have been in this country for a short time, please let us know and we can discuss it further.

**Referee 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email** |  |
| **Relationship** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email** |  |
| **Relationship** |  |

Thank you for taking the time to complete this application form. Please send it in a PDF or Word format to Alex Palmer, our General Advice Coordinator through the following email address.

[alex@mrsn.org.uk](mailto:alex@mrsn.org.uk)

Alternatively you can print it off and send it to our office at:

Alex Palmer

Manchester Refugee Support Network

129 Princess Road

Manchester

M14 4RB