

# VDP APPLICATION FORM

Please ensure you have read the VDP Application Form Covering Letter before completing this application form.

Please attach a photocopy of your current passport when you submit this form.



## PART 1 PERSONAL DETAILS

(A) Please provide your personal and contact details

Title	Gender	Address 1
Forename(s)		Address 2
Surname		Post Code
Date of Birth		City
Telephone		Email

(B) Emergency Contact details Please provide the details of someone we may contact in the event of an emergency

Name	Telephone 1
Relationship	Telephone 2

(C) Your professional experience Please provide your current employment details

Profession	Any Courses Attended (e.g. public speaking, first aid)
Employer	
Position	

## PART 2 AVAILABILITY & COMMITMENT

(D) Areas of Interest Place an "X" next to those that interest you

Fundraising	Administration	PR	Education
Emergencies	Charity Shops	Media	Schools
Events	Call Centre	Marketing	Public Speaking
Exhibitions	Comm. Projects	IT	Writing

(E) Nature of commitment Place an "X" in the box next to those that apply and give any other details requested

1. Project Based (working on mini-projects in your own time but completing them within a set deadline)																																																									
2. During Emergencies (helping out at short notice by giving out leaflets, collecting donations from mosques, etc.)																																																									
3. Seasonal (helping out key seasons and/or events; please specify by placing an "X" below those that are of interest)																																																									
<table border="1"> <tr> <td>Ramadan</td> <td>Qurbani</td> <td>Summer</td> <td>Easter</td> <td>Major Campaigns</td> <td>Major Events (eg EOI)</td> <td>Other Give details</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Ramadan	Qurbani	Summer	Easter	Major Campaigns	Major Events (eg EOI)	Other Give details																																																		
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4. Regular hours (helping out at fixed times; please specify by ticking the relevant boxes below)																																																									
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## PART 3 YOUR MOTIVATION

(F) In this section you are invited to tell us about yourself to strengthen your application. Bullet point answers will suffice.

Why are you interested in becoming a volunteer with IR?	What ideas do you have for the Volunteers Unit at IR?
What skills and experience might you be able to bring to the role?	What do you wish to achieve by being a volunteer with IR?

## PART 4 LEGALITIES

(G) Referees. Please provide the contact details of two referees that are not related to you.

Referee 1		Referee 2	
Name		Name	
Profession		Profession	
Position		Position	
Address		Address	

(H) Rehabilitation of Offenders Act 1974

Do you have any previous/unspent convictions*	
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*\*Please note: a conviction will not necessarily exclude you from the application process but will be considered when assessing your suitability.*

## PART 5 EQUAL OPPORTUNITIES MONITORING

The information in this section is used for the purposes of ensuring the effectiveness of our Equal Opportunities Policy, which is available on request. The categories of ethnic origin are recommended by the Commission for Racial Equality.

(I) Your Ethnicity

Indian		White British	
Pakistani		White Irish	
Bengali		Black African	
Chinese		Black Caribbean	
Other (specify)			

(J) Age group

< 20	
21-30	
31-50	
51-60	
60+	

(K) Disabilities

Do you consider yourself to have a disability? If so, please give details, including any particular needs for your disability.

## PART 6 DECLARATION

(L) By signing below

I declare that the information I have provided above is correct and true to the best of my knowledge.

In accordance with the 1998 Data Protection Act I agree that Islamic Relief may hold and use personal information about me for volunteering purposes and to keep in touch with me. This information, including that contained in this form can be stored on both manual and computer files.\*

*\*Any information held by IR will be held securely and only accessed by authorised personnel.*

Signed		Date	
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