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**Community Volunteer Application Form**

You should complete this form as fully and accurately as possible. Care in completing the form will help us to give your application the consideration it deserves. The details will be treated in strictest confidence.

You should:

* write clearly in black / blue ink or complete online.
* use the continuation sheet if you need more space for any answer.

Data Protection Act 1998. Please note that the information supplied on this form may be held on computer and that the enquiries made in processing your application may include reference to personal data held on police computers.

Application should be emailed to [volunteers@cumbria.gov.uk](mailto:volunteers@cumbria.gov.uk). If you wish to return your completed application in the post please mark your envelope ‘Confidential’ and send to: Cumbria Fire and Rescue Service, Community Volunteers, Penrith Headquarters, Carleton Avenue, Penrith, CA10 2FA.

If you have any queries regarding completing this application please contact Nicola Jackson on 07825011005.

**1 Volunteer Details**

Surname

Previous surname(s)

Full forenames

Title eg Mr/Mrs/Miss/Ms

Address

Postcode

Email address

Tel No. Home Mobile

Nationality (If a Commonwealth citizen or foreign national, is your stay in the United Kingdom free of any restrictions?).

Please give details of your present situation. Are you a student, unemployed, employed, retired, other (please specify)? If you’re a student or employed please give details.

How did you hear about Cumbria Fire and Rescue Service volunteers? eg leaflet, word of mouth, newspaper, website, firefighter, other (please specify).

**2 Convictions and cautions**

Have you ever been found guilty of an offence by any court? YES / NO

If YES please supply details.

Are there any outstanding summonses or charges against you? YES / NO

If YES please supply details.

Please note that having a criminal record will not necessarily exclude you from being considered for voluntary work. Failure to disclose a criminal record which later becomes known will, however, lead to instant dismissal from a volunteering role. Due to the nature of the work, some roles are exempt under the Rehabilitation of Offenders Act 1974 and you are required to declare all criminal convictions, including those which are spent.

**3 Health and welfare**

To help us allocate you safe and appropriate tasks please advise if you:

* Suffer from a medical condition or take any medication we’d need to be aware of.
* Are unable to do any activities such as standing for long periods, lifting and carrying.
* Have any other information we may need to know about to ensure your safety such as hearing or vision difficulties.

**4 Driving**

Do you have a car you’d be prepared to use for your voluntary activities? YES / NO

If YES please complete the following:

* Do you have a full driving licence? YES / NO
* Do you have any current driving endorsements? YES / NO

**5 Availability**

What times are you available for volunteering (please delete those when you are not available)?

Flexible Weekdays Daytime Weekends Evenings

**6 Motivation and experience**

Why are you interested in becoming a volunteer for Cumbria Fire and Rescue Service and what would you like to gain from your volunteering experience? (Use continuation sheet in section 9 if required).

What skills and experiences (paid or voluntary) do you have that may help you in your role? e.g. good communicator, IT skills etc. (Use continuation sheet in section 9 if required).

What interests and hobbies do you have that may be relevant to this role?

**7 References**

Please give the names of two people who could give you a character reference. One should be someone who has known you for more than two years and is not a family member. It would quicken up the process if you are able to nominate someone with an email address and they know if advance you have used them as a reference.

Name Name

Address Address

Postcode Postcode

Tel Tel

Email Email

Relationship to you Relationship to you

Length of time known? Length of time known?

**8 Declaration**

You will be required to sign this part of your application if invited to attend an interview. If you are under 18 years of age this will also need countersigned by a parent or guardian.

I declare that the information given on this application form is to my knowledge true and I authorise Cumbria Fire and Rescue Service to undertake Criminal Record Checks.

Signature of applicant Date

Signature of parent / carer Date

Full Name of parent / carer Relationship to applicant

**9 Continuation sheet**

Use this space to continue answers to questions.

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