

Young Official Development Officer

FULL TIME VOLUNTEERING OPPORTUNITY

EXPRESSION OF INTEREST FORM



CONFIDENTIAL

Please complete this form clearly and in **BLACK INK**

PERSONAL DETAILS

Surname:

Title:

Forename(s):

Date of birth:

Term time address

Home address (if different from term time)

Post code

Post code

Term time E-mail:

E-mail (if different from term time):

Term time telephone number:

Home telephone number:

Mobile telephone number:

National Insurance Number:

EDUCATION

Dates (from – to)	Place of study	Qualifications (with grades)	Date expected or gained

OTHER QUALIFICATIONS

Please detail any other qualifications (e.g. NGB, Swimming or First Aid) including membership of professional societies or associations. Please add any further comments

EMPLOYMENT HISTORY

Employers name and address	Dates (from – to)	Job title	Brief description of your duties

OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any additional information in support of your application and reasons for applying (continue on a separate sheet if necessary)

ADDITIONAL INFORMATION

Please outline what you are currently doing?

INTERESTS AND VOCATIONAL ACTIVITIES

GENERAL

Have you been convicted of any criminal offences? YES/NO

If yes, please supply details of any criminal convictions

Is a criminal prosecution pending? YES/NO

DISCLOSURE

Disclosure is a process run by the Criminal Records Bureau to help organisations make more informed recruitment decisions about the suitability of those seeking to work in positions of trust, particularly for work including regular contact with children or other vulnerable members of society.

The job description will confirm whether a Disclosure is required for the post for which you are applying. If a Disclosure is required a criminal record will not necessarily be a bar to obtaining a position and Disclosure information will not be used unfairly.

REFERENCES

Please give two referees to whom application for references may be made. At least one should be a previous employer, or where relevant, an academic referee. References from friends and relatives will not be accepted. References may be taken up only in respect of candidates invited for interview.

Name

Name

Position

Position

Address

Address

Post code

Post code

Telephone number

Telephone number

Fax number

Fax number

E-mail

E-mail

**May we seek reference prior to interview? Yes/No
Yes/No**

May we seek reference prior to interview?

DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up the voluntary opportunity with us, the information will be used in the administration of your role with us. We may check the information collected, with third parties or with other information held by us. We may also use or pass on to certain third parties information as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Data Protection Commissioner

DECLARATION

I confirm that all information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold. I give my consent to the Youth Sport Trust to record, process and validate my personal information and sensitive personal data in line with the Data Protection Act 1998 and all other legislative provisions.

SIGNED:DATE:

OFFICE USE ONLY

Date Received

Date Acknowledged

Application Number