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| Youth Commission for Guernsey & Alderney | | |  |
| VOLUNTEER APPLICATION FORM |

##### B:\YOUTH COMMISSION\NEW SERVICE\(04) Administration\(03) Marketing and Media\Logos\Youth Commission Logos\YC Master Logos EPS files\YC Master Logo RBG-01.jpgFOR AN APPOINTMENT AS: VOLUNTEER AT: THE YOUTH COMMISSION FOR GUERNSEY AND ALDERNEY

Please state which project/ projects you are looking to support:

…………………………………………………………………………………………………………………………………………………………………

Please use black ink, ballpoint pen or typescript as it will be necessary to photocopy your application.

*A curriculum vitae may be submitted, BUT YOU MUST STILL COMPLETE ALL SECTIONS OF THIS FORM*

This form should be returned to: Youth Commission for Guernsey & Alderney, Les Ozouets Campus, Les Ozouets, St. Peter Port, Guernsey GY1 2UB

Or alternatively emailed to: [info@youthcommission.gg](mailto:info@youthcommission.gg)

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| 1. PERSONAL DETAILS |

|  |  |
| --- | --- |
| Surname (block capitals) | Forenames (Block capitals) |
| Title (Mr/Mrs/Miss/Ms): |  |
| Home Address (block capitals) | Address for correspondence (if different) |
| Tel |  |
| Email |  |
| Date of birth | Place of birth: |
| Do you hold Guernsey residential qualifications? | Type and reference number of Right to Work Document *(if known)* |
| Expiry date of Right to Work Document *(if any)* |

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| 2. PRESENT EMPLOYMENT |

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| --- | --- | --- |
| Employer | Position held | Date of appointment |
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| --- | --- | --- | --- | --- |
| 3. EMPLOYMENT HISTORY | | | | |
| Employer name  and address | Nature of Business | Position held  *(state if part-time or full-time)* | Employment | |
| From  month/year | To  month/year |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| 4. EDUCATION | | | | | |
| Secondary Schools attended | Dates attended | | Qualifications gained (eg GCSE, BTEC, NVQ, A Levels). | | |
| From | To | Subjects | Grades | Dates |
|  |  |  |  |  |  |

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| 5. FURTHER EDUCATION (if applicable) |

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| Establishments attended | Dates attended | | Qualifications gained |
| From | To |
|  |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| 6. TRAINING COURSES (if applicable) | | | |
| Course | Dates attended | | Qualifications gained |
| From | To |
|  |  |  |  |

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| 7. HEALTH RECORD *If it is necessary for you to provide details in answer to any part of this section, you may enclose the information in a sealed envelope marked ‘confidential’*. Any appointment made will be subject to a satisfactory report on your health by the Occupational Health Department. | |
| How many days have you been absent from work through ill health or injury over the past 12 months? ……………Days | |
| Have you had any serious illness requiring medical consultancy or admission to hospital in the last two years? If YES, please specify. |  |
| Have you had any health problem which might interfere with work? If YES, please specify. |  |
| Are you registered disabled? If yes, please specify |  |

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| 8. CRIMINAL RECORD CHECK |
| Any appointment made will be ‘subject to satisfactory disclosure’ through the completion of a Full Disclosure Record Check. All disclosure of a criminal background will be treated with the strictest confidence and checks will only be made in connection with your application for this post and for no other purpose. However, disclosure of a criminal record will not necessarily debar you from employment in this post – this will depend on the nature of the offence/s and the circumstances surrounding it / them. |

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| 9. REFERENCES (Note: relatives may not be given as referees) |
| Please give the name and addresses of two referees. If you have not been in employment for some time, you may give character referees. Can we approach your present employer if you are invited to an interview? N/Y |

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| 10. ADDITIONAL INFORMATION |

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| Please state why you have chosen to apply for this position with the Youth Commission: |

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| 11. DECLARATION |

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| I DECLARE that the above answers are true and complete to the best of my knowledge and belief and may be used for registered purposes under the Data Protection Act. I understand that should I make a false statement by answering any of the above questions incorrectly I will, if appointed, be liable to termination of my contract with or without notice.  Signature Date |

This form should be returned together with a Curriculum Vitae (optional) to: -

Youth Commission for Guernsey & Alderney, Les Ozouets Campus, Les Ozouets, St. Peter Port, Guernsey GY1 2UB

Or alternatively emailed to: [info@youthcommission.gg](mailto:info@youthcommission.gg) with the subject title ‘Youth Commission Volunteer Application’

DATA PROTECTION STATEMENT: The data collected on this application form will be held in accordance with the Data Protection (Guernsey) Law 2001 and will be used by the YPGA only for purposes of recruitment/selection and employee administration. It will not be disclosed to any third party unless required by statute or obtaining your express consent.