

3

Skills, Experience and Qualifications

Answering these will help us to understand more about you and what you have to offer.

1. Please indicate your levels of experience/confidence in the following areas using:

☺ = if you have strong experience and are confident about using this

☹ = if you have some experience but are not so confident about using this

☹ = if you have little or no experience of the area

	☺	☹	☹
Skills:			
Communicate effectively within a team			
Communicate research findings			
IT and computer Skills			
Ability to analyze data (using Quantitative and/or Qualitative Methods)			
Ability to analyze data using statistical software (i.e. SPSS)			
Project management			
Work under pressure, to tight deadlines.			

2. Do you speak any languages, other than English? If so, what?

3. What are your work/study/travel intentions during the duration of volunteering IC-CAP? (max 200 words)

4. Please tell us about your work and volunteering background. *(max 200 words)*

5. What qualifications do you have or training that you think might be relevant to volunteering at IC-CAP?
(max 200 words)

Tell us about your skills in the following areas below and what your experience is of these important qualities - what have you done that you can give an example of each of these: *(max 400 words)*

- a. Computer/IT
- b. Team working
- c. Administrative
- d. Writing

a. Computing/IT skills:

b. Teamwork Skills:

c. Administrative Skills:

d. Writing Skills:

4	Availability
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Availability	MON	TUES	WED	THUR	FRI
Start Time					
End Time					

5	Additional needs
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Please advise us of any additional support needs (eg information or forms in an alternative format, communication support, mobility, etc. We will do our best to meet your needs if we know about them in advance, but please note that additional funds may not be available for volunteer positions)

6	References
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Please provide names and addresses of two referees who have known you for at least two years (one must be a current or most recent employer if you are in employment). These can be teachers, community leaders, religious leaders, or employers (including somewhere you have volunteered), but not relatives or friends.

	Reference 1	Reference 2
Name		
Job title and relationship to you: (eg manager)		
Company/organisation (if applicable)		
Address:		
Telephone:		
Email:		

6**Declaration****REHABILITATION OF OFFENDERS ACT 1974**

Due to the nature of our work, this post is exempt from the provisions of the Rehabilitation of Offenders Act. Therefore, you must not withhold any information about convictions (including those which for other purposes are considered “spent” under the Act), previous or pending prosecutions, cautions or bind overs applicable either in the UK or abroad.

Any information provided will not necessarily prevent you being appointed unless the particular conviction, previous or pending prosecution, caution or bind over means you are unsuitable for the post.

Failure to declare a conviction, previous or pending prosecution, caution or bind over, either in this country or abroad, will disqualify you from appointment. It could also result in your dismissal from the Trust if the discrepancy comes to light at a later stage. All successful applicants will be checked by the Disclosures and Barring Service (Criminal Record) for Enhanced Disclosure, before they are able to take up their post.

Are you currently bound over or have you ever been convicted of a criminal offence, cautioned, warned or reprimanded in the UK or in any other country? If yes, please use separate sheet for details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you aware of any current police investigation in the UK or any other country following allegations made against you? If yes, please use separate sheet for details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your name appear on the Protection of Children Act List? If yes, please use separate sheet for details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally entitled to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you lived in the UK for longer than five years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are a foreign national, how long have you been a resident of the UK? (If you have been living in the UK for less than 5 years you will be asked to provide similar criminal record disclosure from your home country – please ask us about this).	

In accordance with the 1998 Data Protection Act it is agreed that IC-CAP may hold and use personal information about me for placement reasons and to enable IC-CAP to keep in touch with me. This information can be stored in both manual and/or computer form, including the data in section two of the Data Protection Act 1998.

I understand that in order to be considered for a placement as a volunteer I will be asked to produce evidence of identification, address, and status in the UK when applicable.

I declare that the information given on this form is true and complete. I understand that any false information may result in the withdrawal of any offer of voluntary role or my dismissal if accepted as a volunteer.

Your signature:	Date:
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Email your completed form to M.Samara@kingston.ac.uk