**VOLUNTEER APPLICATION FORM**

Forms can be typed or completed in ink.

Feel free to adjust the size of the form where appropriate.

**Return by post to BID, 1b Finsbury Park Road, London N4 2LA, or email to** [**carmen@biduk.org**](mailto:carmen@biduk.org)

**PERSONAL DETAILS**

Title:

Family Name:

First Name(s):

Contact Address:

Telephone Home:

Telephone Work:

Mobile:

Email:

Date of Birth:

**ANY RELEVANT EDUCATION/TRAINING**

**Please list all your qualifications (with dates) and any formal or informal training you that feel may help you as a volunteer caseworker**

**LANGUAGE SKILLS**

**Please list any languages you speak, stating your level of proficiency**

**SUPPORTING INFORMATION**

**Please use this page to tell us how you think you fit the person specification. Please include any work experience, whether paid or voluntary.**

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**AVAILABILITY**

**Volunteer placements are normally available Monday to Thursday 10 until 5. The minimum commitment we require is two days a week for six months. There is no maximum period so if you are interested in a longer placement give the details below. We will consider exceptional candidates for shorter periods.**

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**REFEREES**

**Please supply the details of two referees. They will only be contacted after a successful interview.**

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NAME:

JOB TITLE:

ORGANISATION:

ADDRESS:

TEL:

EMAIL:

RELATIONSHIP:

NAME:

JOB TITLE:

ORGANISATION:

ADDRESS:

TEL:

EMAIL:

RELATIONSHIP:

**TRAVEL COSTS**

**BID refunds volunteers’ travel costs from their home to the office on production of receipts.**

**We have limited funds for travel costs so we may not be able to take you on if your travel will cost more than £10 per day.**

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Will it cost more than £10 per day for you to travel from your home to the BID office? YES NO

If YES, please give details of the cost per day for you to travel to the office

**DECLARATION**

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In accordance with the General Data Protection Regulation, I give my consent for the information contained in this form to be processed for the purpose of recruitment. I understand that if I am selected, this application form will remain part of my personal file and will be destroyed up to six years after I have left BID. If I am short-listed, but not selected, it will be stored for 6 months before being destroyed.

I declare that the information contained in this form is true and accurate.

SIGNATURE:

DATE:

**MAILING LIST**

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We’d love to keep you up to date with our news, fundraising activities, campaigning and policy work via our emailing list. Your details will only be used by Bail for Immigration Detainees (BID) – we will never share your information with other organisations or individuals. You are free to change your mind at any time. Please tell us if you would be happy for us to contact you:

□ I **would like to join** the mailing list of Bail for Immigration Detainees (BID) and receive emails including your quarterly e-newsletter and information about your campaigns, events and appeals.

□ I **do not wish to join** the mailing list of Bail for Immigration Detainees (BID) and receive emails including your quarterly e-newsletter and information about your campaigns, events and appeals.

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**MONITORING INFORMATION**

The following information is collected as part of our commitment towards achieving equality of opportunity in our employment practices. The information you provide is confidential and will be removed from the above application form upon receipt.

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You are not obliged to answer any of the questions, but you will appreciate that, for our monitoring policy to be wholly effective, we should hope to have 100% response. If you do not wish to answer any question(s), this will not affect your application in any way. Please do not write your name on this form.

1. **PLACEMENT APPLIED FOR:**
2. **GENDER:**

I am (please tick, or underline): Male □ Female □

1. **AGE:**
2. **ETHNIC ORIGIN**

We appreciate that some people, including those of mixed race, may not be happy with the classifications used on monitoring forms. The classifications below are those currently recommended by the Commission for Racial Equality. If you wish to classify yourself in some other way, please use the additional space provided to do so (please tick, or underline).

**B: MIXED**

White & Black Caribbean □

White & Black African □

White & Asian □

Any other Mixed background, please write in □

……………………………………………………………………………………

**A: WHITE**

British □

English □

Scottish □

Welsh □

Northern Irish □

Irish □

Any other White background, please write in □

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**C: ASIAN, ASIAN BRITISH, ASIAN SCOTTISH, ASIAN WELSH OR ASIAN NORTHERN IRISH**

Indian □

Pakistani □

Bangladeshi □

Any other Asian background, please write in □

……………………………………………………………………………………

**D: BLACK, BLACK BRITISH, BLACK ENGLISH, BLACK SCOTTISH, BLACK WELSH OR BLACK NORTHERN IRISH**

Caribbean □

African □

Any other Black background, please write in □

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**F: OTHER ETHNIC GROUP**

Please write in □

……………………………………………………………………………………

**E: CHINESE, CHINESE BRITISH, CHINESE SCOTTISH, CHINESE WELSH OR CHINESE NORTHERN IRISH**

Chinese □

1. **DISABILITY**
2. I do have a disability / do not have a disability (please delete)
3. I would require / would not require any special adaptations/ equipment to take up the placement (please specify)
4. **WHERE DID YOU SEE THIS PLACEMENT ADVERSTISED?**