

User Guide: Supporting Volunteers with Shorter Applications



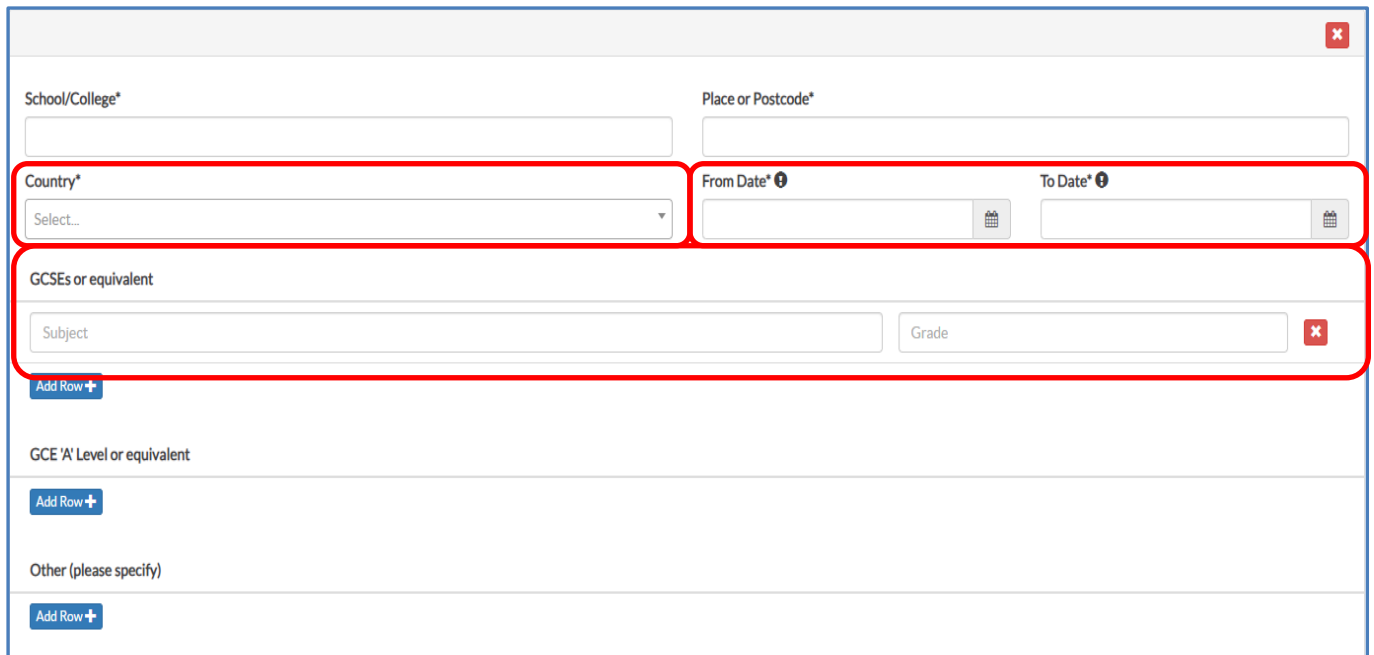
A Guide for Volunteer and Student Applications

As you are applying for a Volunteer / Student position not all areas of the application form will need to be completed in full. The following will explain which sections need to be completed in full and which sections can be left blank or have reduced information added.

General Details and Work Eligibility - these will need to be completed in full.

Secondary/Further Education - we do not require this information for the Volunteer / Student role, complete the fields listed below as follows:

- 'School/College' and 'Place or Postcode' – N/A
- 'Country' – select the top option 'UK'
- 'From Date' and 'To Date' – put the month and year that you are completing the form
- GCSEs or equivalent – delete the qualification fields by clicking on the red cross



The screenshot shows a web form with the following sections:

- School/College*** and **Place or Postcode***: Text input fields.
- Country***: A dropdown menu with "Select..." as the current selection.
- From Date*** and **To Date***: Date selection fields with calendar icons.
- GCSEs or equivalent**: A table with columns for "Subject" and "Grade". A red "X" icon is visible in the top right corner of this section, indicating it can be deleted.
- Add Row +**: A blue button to add a new row to the GCSEs table.
- GCE 'A' Level or equivalent**: A section with an "Add Row +" button.
- Other (please specify)**: A section with an "Add Row +" button.

University Degrees and Diplomas – we do not require this information for the Volunteer / Student role please tick the box highlighted to leave this section blank.

Select this box if you do not have any University Degrees and Diplomas to add to your application.

Institution*

Place or Postcode*

Country*

Course*

Qualification* **Grade***

Start Date* **End Date***

Leave blank if still present

Employment History – we do not require this information for the Volunteer / Student role please tick the box highlighted to leave this section blank.

Select this box if you do not have any Employment History to add to your application.

Organisation Name*

Place or Postcode* **Country***

Job Title*

Reason for Leaving* **Salary***

Start Date* **End Date***

Leave blank for present employment

Main Duties*

B I U

Enter main duties history here. Start with your current/most recent employment first...

[Add Another Employer](#)

Gaps in Employment History - as we are not required to have a full employment and education history for the Volunteer / Student role please select the 'Other' option from the drop down list and add details explaining this information is not required e.g. N/A.

Reason for gap*

Please provide specific details*

Training & CPD and Professional Bodies Membership – we do not require this information for the Volunteer / Student role please tick the box highlighted to leave this section blank.

Select this box if you do not have any Training and CPD to add to your application.

Training/Course Title*	Organising Body*	Qualification*	Date*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Another Training+](#)

Select this box if you do not have any Professional Bodies Membership to add to your application.

Professional Body*	Membership Level*	Date*
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Another Membership+](#)

References – Volunteers require one satisfactory reference, ideally covering the last three years. This should be from either a current or most recent employer, training provider, a professional in the community, or a friend, and **should not be** from family members. Volunteers should fill out at least one referee, **if possible use a work email address rather than personal email address**. Use the second referee field if your reference does not cover the last three years, if it does you can use N/A.

Title*	First Name*	Last Name*
Mr.	N/A	N/A
Organisation Name*	Job Title*	
N/A	N/A	
Capacity Known*	Length Known*	
N/A	0 years 0 months	
Work Address*		
Address not listed		
Add Address Manually		
Address Line 1*	Address Line 2	
N/A		
Address Line 3	Town*	County*
	N/A	N/A
Postcode*	Country*	Email*
N/A	United Kingdom	Na@na.com
		Contact Number*
		1111111
<input checked="" type="checkbox"/> I agree to this reference being contacted prior to any interview.		
What type of referee is this?*		
Employer - a referee from where you have previously been employed (e.g. your headteacher or line manager)		

Equal Opportunities Monitoring - this section must be completed, although most sections have the option to choose not to say.

The Declaration Section - this section will need to be completed in full to comply with GDPR and Keeping Children Safe in Education.



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