*This form is confidential and all statistics are treated for research, monitoring and evaluating purposes only.*

## Basic information

|  |  |
| --- | --- |
| **Name**  |  |
| **Address**  |  | **Postcode** |  |
| **Telephone** |  | **Mobile** |  |
| **Date of birth**  |  |
| **Email** |  |

## Reasons for applying

Use this space to describe the reasons you are interested in volunteering. For instance: Are you looking for work experience? Would you like to develop other skills? Please also tell us how you know about LAWA. Please tell us about any skills and/or knowledge that might help with your application. **(Maximum 300 words answer)**

## Skills knowledge and experience

Use this section to explain the skills, knowledge and experience that you think might be relevant. Remember to include any relevant voluntary work, involvement with women's, community or voluntary organisations, and life experience as well as your present or previous employment. **(Maximum 300 words answer)**

**Areas/tasks preferred**

Are there any particular aspects or areas that you would like to learn about or get involved with through volunteering?

Otherwise, please rate from 1 to 5 all of the following areas (1 = of greatest interest):

|  |  |  |  |
| --- | --- | --- | --- |
| **Case work support** |  | **Monitor and evaluation** |  |
| **Translation** |  | **Community engagement** |  |
| **Communication/social media** |  | **Fundraising** |  |
| **Counselling** |  | **Graphic Design**  |  |

**Education**

Please, complete the list below

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Institution/country** | **Level/grade** | **Title/subject** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Work experience**

What is your professional title?

Please, describe briefly any work experience you have (paid or unpaid):

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | **Responsibilities** | **Organization and country** | **Duration** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Languages**

What is your native language?

**Other languages**

Complete the list below if you speak other languages:

|  |  |  |
| --- | --- | --- |
| **Language** | **Written** | **Spoken** |
| **Basic** | **Intermediate** | **Advance** | **Basic** | **Intermediate** | **Advance** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Availability**

What is your minimum and maximum availability? *Please, note that we normally seek for a commitment of 8hrs per week for at least six months.*

|  |  |
| --- | --- |
| **Start date**  | **End date** |
| *Day/month/year* | *Day/month/year* |

Availability throughout the week (please mark with and ‘X’):

|  |  |  |
| --- | --- | --- |
|  | **AM** | **PM** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

**Current employment status**

Please, mark with an *x* your current employment situation

|  |  |  |  |
| --- | --- | --- | --- |
| **Working part time** |  | **Looking for work**  |  |
| **Working full time** |  | **Student** |  |
| **Not working** |  | **Retired** |  |

**Volunteering**

Please, mark with an *x*

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No**  |
| **Have you ever volunteer before?** |  |  |
| **Have you volunteer for another organisation in the past 12 months?** |  |  |

**How did you hear about LAWA?**

Please, mark with an *x*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Latin market** |  | **Leaflet/poster** |  | **Member or former service user at LAWA** |  |
| **Lawadv.org.uk** |  | **Internet search** |  | **Word of mouth** |  |
| **Charityjob.co.uk** |  | **Latin American news paper** |  | **Internship/work placement** |  |
| **Other website (which one)** |  | **University** |  | **Other – state:** |  |
| **Church** |  | **Volunteer centre** |  |  |

**Personal information – equal opportunities monitoring form / statistical monitoring**

This form will be separated from your other application documents and will be used for monitoring purposes only.

**Age group**

*Please, select your age group marking with an x*

|  |  |  |  |
| --- | --- | --- | --- |
| **20 – 30 years old** |  | **51 – 60 years old** |  |
| **31 – 40 years old** |  | **+ 60 years old** |  |
| **41 – 50 years old** |  |  |  |

**Disability**

*You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.*

Do you consider yourself disable? (Answer yes or no)

**Ethnic origin**

*How would you describe your ethnic origin? (If you do not identify with any of the categories listed, please use the “other” categories and specify). Mark with an x*

|  |  |  |
| --- | --- | --- |
| **Latin American****Country:** | Black |  |
| Indigenous |  |
| White |  |
| Black & indigenous |  |
| Indigenous & white |  |
| White & black  |  |
| Black & indigenous & white |  |
| Other |  |
| Please specify if other  |  |
| **Mixed** | White & black |  |
| Caribbean |  |
| White & black African  |  |
| White & Asian  |  |
| Other mixed |  |
| Please specify if other |  |
| **Asian or Asian British** | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Other Asian |  |
| Please specify if other |  |
| **Black or Black British** | Caribbean |  |
| African |  |
| Other black  |  |
| Please specify if other |  |
| **Chinese or other** | Chinese |  |
| Other ethnic group  |  |
| Please specify if other |  |
| **White** | British |  |
| Irish  |  |
| Other white  |  |
| **Please, specify if other**  |  |

**Religion/Belief Sexual orientation**

How would you describe your religion/belief? How would you described your sexual orientation?

|  |  |
| --- | --- |
| **Asexual** |  |
| **Bisexual** |  |
| **Heterosexual** |  |
| **Lesbian** |  |
| **Queer** |  |
| **Other – please, specified** |
|  |

|  |  |
| --- | --- |
| **Candomblé** |  |
| **Christian: catholic** |  |
| **Christian: protestant** |  |
| **Buddhist** |  |
| **Hindu** |  |
| **Jewish** |  |
| **Muslim** |  |
| **Santería**  |  |
| **Sikh** |  |
| **Tribal-voodoo** |  |
| **Umbanda** |  |
| **Other – please, specified** |
|  |

**Gender**

How would you describe your gender?

|  |  |
| --- | --- |
| **Female** |  |
| **Male** |  |
| **Transgender** |  |
| **Intersex** |  |
| **Gender-queer** |  |
| **Other – please specify** |  |
|  |

**References**

If you are applying for posts with service users we will need the details of two people who know you well (not relatives/ family); additionally, we might also need to conduct a Criminal Records Check. It is our policy to seek these references and checks in order to protect the safety of our service users.

All the information given on this form is of a confidential nature.

|  |
| --- |
| Referee 1 |
| Name |  |
| Contact detail  |  |
| Relationship |  |
| Referee 2 |
| Name  |  |
| Contact detail |  |
| Relationship |  |

**Please email your completed application form to:**

**volunteer@lawadv.org.uk**

(Alternatively you can post your application to Volunteer Coordinator,

18 Ashwin St, E8 3DL)

**THANK YOU!**