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**Application Form: Reception/Admin Volunteer**

**Personal Details**

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| --- |
| Full name: |
| Address: |
| Telephone number: |
| Email address: |
| How did you find out about this role?  |

**Application**

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| **Why are you interested in this role at DAII?** |
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**Education and Training**

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| **Have you completed any education or training courses which you would like us to know about?** These may include school qualifications, further or higher education, evening classes or short courses. |
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**Volunteer or Employment History**

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| **Do you have any recent volunteer or employment experience you can tell us about?** Include the name and address of the last two places (if any) where you have worked, a brief description of your duties, and the dates when you held the role/post. |

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| Workplace 1: |
| Company/Organisation: |
| Post held: |
| Duties performed: |
| From: | To: |

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| Workplace 2: |
| Company/Organisation: |
| Post held: |
| Duties performed: |
| From: | To: |
| Workplace 3: |
| Company/Organisation: |
| Post held: |
| Duties performed: |
| From: | To: |

**Skills and Experience**

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| **Please give details of any skills and experience that you believe will be relevant to this role.** You should refer to the Role Description when completing this section, and please give examples.  |
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**Additional Information**

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| Do you consider yourself to be disabled? (Please tick / highlight)* Yes
* No
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| Do you have any access needs we need to consider if you are selected for interview? (please specify) |

**References**

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| **Please give details of two referrers**. |

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| Name: |
| Company and role (if applicable):  |
| Telephone number: |
| Email address: |
| Relationship to you: |

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| Name: |
| Company and role (if applicable):  |
| Telephone number: |
| Email address: |
| Relationship to you: |
|  |

**Declaration**

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| I confirm and certify that, to the best of my knowledge, the information I have given on this form is correct.  |
| Signed: |
| Date: |

Please return this completed application form to recruitment@daii.org.