

Guidance Notes

Completing your Application Form

- Applications can be either typed or hand written. Please ensure that **all** hand written applications are clearly printed in block capitals.
- Complete all sections of the application form stating volunteer roles you are interested in and your availability. This will help us match you in the right role where possible, helping you get the most out of your volunteering experience.
- It is important that your **Personal Details** are correct and clear and your email and mobile phone number are up to date. We will contact you by email and/or mobile.
- **Equal Opportunities** and **Current Status** sections helps us to monitor our recruitment process.
- All volunteers aged 17 years and under must have their application form signed by their parent or guardian.
- If you need help with completing this application form or would like this form in large print, braille, on audio tape/CD/MP3 or in a different language please contact us on uksgvolunteers@gateshead.gov.uk or call 0191 433 6948

Self Disclosure

All applicants are required to disclose details of any previous convictions or cautions in accordance with the Rehabilitation of Offenders Act 1974. Any disclosure of an unspent conviction will not automatically disqualify your application unless the nature of the offence renders you unsuitable for the role. All such disclosures will be considered on an individual basis.

Failure to disclose any previous conviction or caution will automatically exclude you from the volunteer programme.

Volunteering Whilst on Benefits

If you're getting State Benefits you can be a volunteer and, in nearly all cases, your benefits will not be affected. You must always talk to Jobcentre Plus before you start any volunteering.

Expenses

No volunteer expenses are available through the UK School Games North East England 2010 Volunteer Programme

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Further information on this process will be sent to you once your application form has been processed.

