

burylawcentre

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Application Form for Voluntary Placement Position: Admin & Reception Volunteer

Please complete this form as fully as possible. If you do not have sufficient space in the sections provided, please continue on a separate sheet of paper.

Personal Details

Please complete all sections, and if possible include a daytime telephone number where you may be contacted.

Full Name:

Address:

.....

Postcode:

Telephone Number: Home Work Mobile

NB: *Where possible we prefer to call landline numbers due to the high cost of mobile calls*

Where did you hear about the Law Centre and the provision of voluntary positions?

.....

Education & Training

Please list any relevant education and/or training (including short courses) you have undertaken.

Course	From	To	Results

Relevant Work & Life Experience

Please include both current and previous employment, school placements and voluntary work etc, and any life experiences. *(Please list in order of most recent working backwards)*

Dates	<i>Employer Details/Nature of Business</i>	<i>Position Held</i>	<i>Duties and responsibilities</i>

Number of days absent in the last 12 months of employment/voluntary placement

Skills & Experience

When completing this section please refer to the person specification included with your application. Ensure that you address all of the essential criteria, and give examples of how you meet the requirements by describing when, where and how your skills and experiences were gained.

If attaching additional sheets could you please indicate this at the end of this section, and ensure they are numbered accordingly

Your Availability

Please indicate using an 'X' the days and times you will be available

	Monday	Tuesday	Wednesday	Thursday	Friday
AM 09:30 – 12:00					
PM 13:00 – 16:30					

References

Please provide the names and addresses of two people who will be able to provide references relating to your suitability for a voluntary position. One should be your present or most recent employer. We will only contact your referees once we have met with you for an informal chat.

Name

Name.....

Address

Address

.....

.....

.....

.....

Telephone

Telephone

Position Held

Position Held

Declaration

I declare that the information given on this form is correct to the best of my knowledge.

Signature

Date