Keep Scotland Beautiful welcomes applications from people of all abilities, backgrounds and communities. We abide by the Data Protection Act 1998 and operate an Equal Opportunities policy.

Before completing this application form, please refer to the instructions provided within the application guidance notes. Please complete in **black ink** or **type**.

|  |  |
| --- | --- |
| **VOLUNTEER POST(S) APPLIED FOR**  (please list volunteer post role titles below) | **DATE OF APPLICATION:** |
|  | |

**1. PERSONAL INFORMATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title (Mr Ms Mrs etc.) | | First Name(s) | | | | | Surname | |
|  | |  | | | | |  | |
| Address |  | | | | | | Home No. |  |
|  | | | | | | Work No. |  |
|  | | Post Code | | |  | Mobile No. |  |
| E Mail Address | | | |  | | | | |
| How did you find out about this post? | | | |  | | | | |
|  | | | | |  | | | |
| Who should we contact in an emergency? | | | | | Name: | | | |
| Relationship to you: | | | | | Address: | | | |
| Telephone (day): | | | | |
| Telephone (evening): | | | | |

2. MEETING THE PERSON SPECIFICATION

What useful experiences, skills, education or training do you have that will help you in this volunteering role? Please include any relevant current or previous volunteering roles.

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|  |

Please continue on separate sheet if necessary

3. REASONS FOR VOLUNTEERING

Please provide details of why you would like to volunteer for Keep Scotland Beautiful.

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| --- |
|  |

4. QUESTIONS FOR JUDGE / ASSESSOR POSTS ONLY

|  |  |
| --- | --- |
| What is your preferred assessment area? (Local authority/travel radius) |  |
| Do you have a clean driving licence? If no, please give details. | YES / NO |
| Do you have access to your own vehicle? | YES / NO |
| Would you be happy to give a lift to a co-judge/assessor? | YES / NO |

5. GENERAL QUESTIONS

|  |  |
| --- | --- |
| Have you ever worked for, volunteered for or applied to Keep Scotland Beautiful? If yes, please give details. | YES / NO |
| If selected, when would you be available to start volunteering? |  |
| How much time do you wish to volunteer?  (e.g. one day per week, 10 assessments per year) |  |
| When would you be available to volunteer?  (e.g. Tuesdays, term time, July) |  |

6. CRIMINAL CONVICTIONS

The Rehabilitation of Offenders Act 1974 does not require applicants to give details of any convictions that are spent, unless the role is exempt from the Act. However, you must declare all spent/unspent convictions if the role you are applying for is subject to the Protection of Vulnerable Groups Scheme.

|  |  |
| --- | --- |
| **For posts that are NOT subject to PVG Disclosure checks** | |
| Do you have any unspent convictions or cautions? | YES / NO |
| If yes, please detail offence(s) including date(s) and sentence(s) | |

|  |  |
| --- | --- |
| **For posts that are subject to PVG Disclosure checks** | |
| Do you have any spent/unspent convictions or cautions? | YES / NO |
| If yes, please detail offence(s) including date(s) and sentence(s) | |

7. SPECIFIC REQUIREMENTS (Disability)

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | YES / NO |
| If yes, please provide a brief description of your disability | |
|  | |

8. REFEREES

Please give details of two people (not relatives) that we could approach for references. Please ensure that you have obtained their permission prior to submission. By completing this section, we will assume you have given these referees permission to disclose information about you to us.

|  |  |  |
| --- | --- | --- |
| 1. Name of Referee |  | |
| Designation / Position |  | |
| Establishment (Organisation) |  | |
| Address |  | |
| Contact telephone number |  | |
| Contact email address |  | |
| Capacity in which they are known |  | |
| May we approach prior to informal discussion? | | YES / NO |

|  |  |  |
| --- | --- | --- |
| 2. Name of Referee |  | |
| Designation / Position |  | |
| Establishment (Organisation) |  | |
| Address |  | |
| Contact telephone number |  | |
| Contact email address |  | |
| Capacity in which they are known |  | |
| May we approach prior to informal discussion? | | YES / NO |

9. SIGNING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Under the Data Protection Act 1998, Keep Scotland Beautiful is required to notify applicants and prospective volunteers on how their data will be processed and used. All of this application form will be retained by Keep Scotland Beautiful for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your volunteer record.*  *I verify that the information provided is correct and complete and by signing I give my consent to Keep Scotland Beautiful holding the above information and using this data as described. This includes declaring any unspent convictions. I acknowledge that if I am accepted for volunteering and it is determined at some future date that any information I have provided in connection with my application is either incorrect or deliberately misleading, such misrepresentation will be treated as gross misconduct and will render me liable to instant dismissal.*   |  |  |  |  | | --- | --- | --- | --- | | Signed |  | Date |  | |

*Please note that an electronic submission is deemed a signed and endorsed application.*

Completed Applications

Please return your completed application and equal opportunity forms to: [info@keepscotlandbeautiful.org](mailto:info@keepscotlandbeautiful.org)