

**Notes on completing your volunteer application. Before completing your application, please refer to the following for guidance.**

As part of Keep Scotland Beautiful's commitment to the environment, we are endeavouring to reduce the amount of paper that we use. It is asked of all applicants, where possible, that they complete their applications electronically and e-mail them back to the charity. If there are any special circumstances that prevent this, please contact us and we will forward hard copies of all information.

**Important:** Please be sure to fill in which volunteer role(s) you are applying for and the date of your application.

#### **A. Role description, person specification and information on the role**

For each volunteering opportunity we have a document containing the role description, person specification and information on the role. This document includes: the role title, campaign name, purpose and main duties of the role, the experience/skills/abilities/knowledge and required competencies that the successful applicant will need to perform the role effectively as well as listing the essential criteria required and the desirable criteria that would be helpful to have.

#### **B. Application Form for volunteering**

##### **Section 1 Personal Information**

Please complete personal detail in full

##### **Section 2 Meeting the Person Specification**

This section of the application form is **particularly important**. When completing your application **you should list what useful experiences, skills education or training you have that will help you in this volunteering role**

- If you would like help completing your application, please contact us before the closing date and we will be glad to help you.
- You can continue on additional sheets of paper if necessary. The important element here is to try to demonstrate your suitable experience in a brief manner.

##### **Section 3 Reasons for Volunteering**

Please provide details of why you would like to volunteer.

##### **Section 4 To be completed for Judge / Assessor volunteer posts only**

It is important for us to know the detail from this section.

##### **Section 5 General Questions**

It is important for us to know the detail from this section.

##### **Section 6 Criminal Convictions**

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

subject to a Protection of Vulnerable Groups (PVG) Disclosure check. Failure to disclose such convictions could result in dismissal from your volunteer role.

The person specification for each role details whether or not a PVG Disclosure check will be applicable. You will be asked to give your consent for us to facilitate this process which will be initiated only once you have been accepted as a volunteer and signed your volunteer agreement.

### **Section 7 Specific Requirements**

Our equal opportunities policy includes our commitment to making reasonable adjustments to meet the needs of applicants and volunteers with disabilities.

Keep Scotland Beautiful will make any reasonable adjustments it can in the Keep Scotland Beautiful office to mitigate the effects of any disability. In order to do this, we request that you provide a brief description of your disability. Please also identify any specific requirements you may have.

### **Section 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.

### **Section 9 Signing your Application**

Before submission, please make sure that you have signed and dated your application. If you forward by e-mail, this will be deemed confirmation of your application and the information contained therein. Disclosing false information could lead to your dismissal from volunteering with Keep Scotland Beautiful.

### **Completed Applications**

Please return your completed application form to: [jobs@keepsotlandbeautiful.org](mailto:jobs@keepsotlandbeautiful.org)

Or post to: Corporate Services Department (Volunteer Application Form)  
Keep Scotland Beautiful  
Glendevon House  
Castle Business Park  
Stirling  
FK9 4TZ

### **Further Information**

For more information on Keep Scotland Beautiful please see the following website: [www.keepsotlandbeautiful.org](http://www.keepsotlandbeautiful.org)