



Volunteer Centre
East Riding

Information Sheet No.5

APPLICATION FORMS

Ask yourself:

1. What impression do you want to give to potential volunteers?
2. What information do you need from the volunteer?

An application form can be used as:

- * A part of the selection process
- * A basis for an interview
- * A means of gaining specific information

An application form is a useful way of recording personal details and information on volunteers could include:

- * Name, address, telephone numbers, email address
- * Details of previous experience and skills
- * What does the volunteer hope to gain?
- * Does the volunteer have transport?
- * Days and times available
- * Names and addresses of referees
- * Who to contact in an emergency
- * Consent to specific checks eg. police checks, health check

It may be useful to produce an application pack, including your latest Annual Report, some background about the organisation, a 'family tree', any leaflets describing the role of volunteers, plus a letter of introduction.

Remember the application form could be the first contact a volunteer has with your organisation!

DISCLAIMER

This information sheet is intended for guidance only, East Riding Voluntary Action has endeavoured to check that details are correct, but please seek independent advice before applying the guidance to your organisation.

