

VOLUNTEER APPLICATION FORM

ITCanHelp welcomes applications from all potential volunteers. Volunteers perform a variety of tasks including some for which travel is not necessary. Such tasks include the repair of clients' equipment, remote assistance and using their knowledge to advise other volunteers.

Please note

- Volunteers must be aged 18 or over.
- Because the nature of the work involves contact with vulnerable people, all successful applicants will be subject to an Enhanced Disclosure check by Criminal Records Bureau (England and Wales), Disclosures Scotland, or Access NI.
- Five years residence in the UK is required to enable a meaningful CRB check to be made.
- All fields below must be completed.

Section 1 – Vacancy

1. If you are applying for a specific vacancy please say which:

(e.g., IT Support Volunteer, County Co-ordinator for xxx, Area Organiser for yyy, Advisor etc.)

2. Please indicate where you heard about us:

(e.g., BCS, friend, newspaper, presentation, Volunteer Centre, website)

Section 2 - Personal details

3. Title:* (e.g., Dr, Miss, Mr, Mrs, Ms, Other)

4. All Forenames:*

5. Last Name:*

6. Date of Birth:*

7. Current address:*

8. Town City:*

9. Post Code:*

10. Tel:*

11. Mobile:

12. Email:*

13. I have been resident in the UK since:*

Section 3 - Entitlement to live and work in the UK

14. Are you legally entitled to live and work in the UK?*	Yes	No
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15. Do you require a Work Permit to take up employment?*	Yes	No
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(Applicable to all applicants whether British or Foreign Nationals)

Section 4 - Experience & Travel

16. Do you have ready access to broadband Internet?*	Yes	No
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17. Computing Experience:

Please summarise your computing experience most relevant to IT Can Help volunteering.

18. Other Experience:

Please state any other experience that might be an advantage (e.g., other voluntary work).

19. Are you a car owner with a UK Driving Licence?* Yes No

20. How far are you willing to travel?* (Round trip)

(A car mileage rate is payable and public transport costs reimbursed).

20 miles 21-40 miles 41-60 miles 61-100 miles Unlimited

Section 5 – References

Please provide names and addresses of two character referees (not related to yourself or each other) who have known you well for at least three years.

Referee One

21. Title & Name:*

22. Address:*

23. Town/City:*

24. Post Code:*

25. Tel:

26. Email:

Referee Two

27. Title & Name:*

28. Address:*

29. Town/City:*

30. Post Code:*

31. Tel:

32. Email:

Section 6 - Disclosure of Convictions

Details and dates about convictions, whether or not spent (including motoring), cautions, reprimands and final warnings, pending prosecutions and police enquiries together with any non-conviction information which may be relevant to the role should be submitted forthwith in confidence to the Chair of ITCanHelp at the address below.

The Chair, ITCanHelp, c/o Information Technologists, 39a Bartholomew Close,
London, EC1A 7JN

Such information, together with any which subsequently comes to light, is only seen by those who need to see it as part of the recruitment process but may be discussed at interview or in a separate discussion. Failure to reveal information directly relevant to the role could lead to your application being rejected. At the interview you will be requested to produce evidence of identity in respect of your Disclosure Application.

IT Can Help will treat all information you supply in accordance with the Data Protection Act 1998 and will hold your details on its database and not release them to any other organisation unless required by law to do so.

Submitting this application form implies agreement to the above.

ITCanHelp is a programme of AbilityNet, a charity registered in England and Wales (1067673) and Scotland (SCO39866). Company Limited by guarantee registered in England and Wales No. 3469653.

How to submit this form

By email to: **secretary@itcanhelp.org.uk**

By post to: **ITCanHelp, c/o Information Technologists, 39a Bartholomew Close,
London, EC1A 7JN**

Thank you for your interest in becoming an ITCanHelp volunteer and taking the time to complete this application form. Normally, we expect to be in touch within ten working days of receipt. In the meantime, if you have any questions please email info@itcanhelp.org.uk.

*= Input is required