

VOLUNTEER APPLICATION FORM



Thank you for your enquiry about volunteering at IRMO and for sending us your CV. The following stage in our recruitment process is to assess further the general requirements of the volunteer role you want to apply to.

We kindly ask you to complete the form below before your interview. It will allow us to evaluate your experience, skills, abilities and knowledge against the person specification of the volunteer role you are applying to.

NAME/S	
SURNAME/S	
DATE OF BIRTH	
VOLUNTEER ROLE	
Can you commit to the minimum time required (hours per week and months) for this volunteer role?	
Do you have the right to volunteer in the UK?	
What is your immigration status?	
Do you have any relevant experience that would make you the perfect volunteer?	
What would you like to gain from this role?	

AVAILABILITY

Online (only)	
In-person (only)	
Both	



LANGUAGE SKILLS

Mother tongue:

Other Languages	Beginner	Intermediate	Advanced
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portuguese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (which):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

IT SKILLS & EXPERIENCE

Are you familiar with Google Workspace? Please provide details

How confident do you feel using online video conferencing tools (Zoom, Skype, Google Meets)? Please provide details

Do you consider yourself competent in using word processing programmes i.e. Microsoft Word? Please provide details

Please tell us about your experience using Microsoft Excel? Please provide details

Please tell us about your experience using slide show presentation programmes i.e. PowerPoint? Please provide details

Do you have experience using any other project management software and/or database systems? If so, which ones? Please provide details

SAFEGUARDING & DBS CHECKS

Have you had any safeguarding training recently? (Within the last two years) Please provide details

Have you had any safeguarding training recently? (Within the last two years) Please provide details

Have you had a Disclosure and Barring Service (DBS) check?

If your previous answer was "Yes", can you please specify if it was a "Basic" or "Enhanced" check and the date of issue:

KNOWLEDGE & AWARENESS

What do you think are the main challenges faced by the Latin American community in London?

What do you think is needed to support IRMO service users?

AVAILABILITY FOR VOLUNTEERING

If offered the role, when would you be able to start? (dd/mm/yyyy)

DAYS	AM (9 am to 1pm)	PM (2 pm to 5pm)	Evening (6 pm to 9 pm)
MONDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SATURDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes (eg. planned time off/booked holidays for the next four months)			

REFERENCES

Our volunteer role offer is conditional upon receipt of two satisfactory references via email from direct supervisors from jobs or internships, coworkers who understood the value of your accomplishments or people you've supervised.

In order for us to be able to take up these references, we need your explicit consent for us to approach them for the following personal data:

- Referee's general information
- Employment information (as relevant)
- Assessment of performance
- Safeguarding and any other relevant information

By signing this form you are agreeing that we may contact the named referees to ask them for this information. If you have any questions regarding any element of this list, please contact me.

This information will be obtained in confidence, and will only be seen by IRMO staff members with human resources management responsibilities (if applicable) in order to be able to assess the reference.

REFERENCE 1	Name:	
	Organisation (if applicable)	
	Email:	
	Relationship to you:	
REFERENCE 2	Name:	
	Organisation (if applicable)	
	Email:	
	Relationship to you:	

EQUALITY & DIVERSITY

In order to ensure we are doing all we can to encourage volunteering applications for people from all backgrounds, we need to collect monitoring information. Questions are anonymous and confidential. The monitoring form is stored and monitored separately from your application and won't affect the outcome. Please fill out the following form when submitting your volunteering application.

[IRMO Equality & Diversity Monitoring - New Applicant](#)

I confirm that the above information is factual and accurate to the best of my knowledge.

VOLUNTEER'S SIGNATURE		DATE	
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Thank you for your interest in volunteering with us!

