



Volunteer Placement Application Form

This form can be supplied in large print; please contact us on 075103 30105.

Thank you for your interest in volunteering with Purple Patch Arts. We will consider volunteer applications for placements on our Lifelong Learning Programmes to people who wish to gain experience of our approach. We ask that volunteers commit to one day a week during term time for a full term to ensure continuity and to get the most out of their time with us. To assess suitability, please complete this form and we will get back to you as soon as possible.

Personal details	
Name:	
Address:	
Phone:	
Mobile:	
Email address:	

Availability			
<i>We hope you would be willing to work flexibly, but appreciate that you may have other commitments and prefer to work in certain areas, so please let us know when you are available.</i>			
Monday in Bradford	Yes / No	Thursday in Burley	Yes / No
Monday in Leeds	Yes / No	Thursday in Skipton	Yes / No
Tuesday in Ilkley	Yes / No	Thursday in Leeds	Yes / No
Tuesday in Leeds	Yes / No	Friday in Skipton	Yes / No
Wednesday in Headingley	Yes / No	Friday in Harrogate	Yes / No
Wednesday in Doncaster	Yes / No	Friday in Halifax	Yes / No

Interview
<i>We'd love to meet you for an informal interview to get to know you a bit better, for you to find out more about us, and for us and you to assess if this is the right volunteering opportunity for you. If you need us to make any adaptations for your interview, to accommodate any disability you may have, please tell us what these should be.</i>

Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for a volunteering role at Purple Patch. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. (See guidance sheet for further information).

Continue on a separate sheet if necessary

References

*Please give the names and contact details of **two** referees (see guidance sheet for further information).*

Name of first referee and relationship to you:	
Email address:	
Tel:	
Name of second referee and relationship to you:	
Email address:	
Tel:	

Declaration

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of a Volunteer Placement may be withdrawn or terminated.

Signed: _____

Date: _____

Please return to:

Purple Patch Arts, Hillside Enterprise Centre, Beeston Road, Leeds, LS11 8ND

or

info@purplepatcharts.org

GUIDANCE SHEET

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form.
- Try to avoid mistakes by spell checking your application. Always read through your final version before you send it to make sure you are happy with the information you are providing.

To complete your application:

- Please type or write clearly in black or blue ink.
- Ensure you clearly state why you would like a Volunteer Placement with us.

References

We will take up references once you have been interviewed and **provisionally** offered a placement. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the placement once we are satisfied with the information received from your referees.

Supporting Statement

The 'Information in support of your application' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities – sell yourself!!
- As a rough guide, your supporting statement should be a minimum of ½ a side of A4 and a maximum of 2 sides.
- Use concise, unambiguous sentences and avoid exaggerations.
- Honesty is always the best policy; please do not make false claims.
- If you are hoping to make a career change, stress what skills are transferable to the Volunteer Placement.

Finally, good luck with your application and thank you for your interest in Purple Patch Arts!