ARC Counselling and Information Service

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Volunteer Application Form

Application Date: …………………………………….

If you wish to apply for a volunteer post with ARC, please complete this form along with the criminal background disclosure form and return both forms to:

Paul Cassidy, Coordinator, ARC, 35 Reading Road, Wokingham RG41 1EG

Or email to: office@arcweb.org.uk

*Please note that the position is exempt from the Offenders Rehabilitation Act 1974 and all spent offences must be declared. All volunteers will have to complete a form to undergo a check with the DBS. Please note that a criminal record does not automatically debar applicants.*

Post applied for

 Counsellor  Other (please state) 

Personal information

Name: 

Address:

Postcode:

Mobile number: 

Email address: 

When are you available for rota duty? *Please be aware that you need to cover your shift even when you don’t have clients:* 

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Shift* | *Monday* | *Tuesday* | *Wednesday* | *Thursday* | *Friday* |
| *9.30am-1.30pm* |  |  |  |  |  |
| *2 pm-6pm* |  |  |  |  |  |
| *6.30 pm-9pm* |  |  |  |  |  |

Employment information

|  |  |  |
| --- | --- | --- |
|  | *Reference 1:* | *Reference 2:* |
| *Name:* |  |  |
| *Relationship to you:* |  |  |
| *Email:* |  |  |

Please provide the details of two people who will give you a reference:

Relevant Experience:

Counselling qualifications (or other, if applying for other posts)

*State name of course, qualification achieved and when, and name of university/college.*

*Please note, we only accept candidates who are ready to see clients and you will need a COC= Certificate of Competency (or be in the process of achieving it)*

*Due to current circumstances, we can only accept candidates who are willing and able to work online if needed (had the adequate training). The 6 hours online training is only suitable for transferring existing clients to working online if needed.*

COC achieved: Yes/No

Online training: Yes/No (please specify)

Please tell us a little bit more about why you’d like to work with ARC

Why do you want to become a volunteer worker with ARC?

What qualities do you have to offer ARC?