



## City Host Volunteer Application Form

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preference of contact: \_\_\_\_\_

Do you have any special needs or requirements?

*If yes, please give details:*

\_\_\_\_\_

Are you related to, or do you live with any Norwich BID employee or board members?

*If yes, please give details:*

\_\_\_\_\_

When are you available to volunteer? Please fill in the table below by ticking the appropriate boxes

Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10.30-12.30						
1.30-3.30						

Do you have any qualifications/skills which you feel will be useful for the role? This includes language skills or educational qualifications

*If yes, please give details*

\_\_\_\_\_

\_\_\_\_\_

How did you hear about this opportunity?

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Supporting statement

This section gives you the opportunity to give reasons why you would like to apply for a City Host volunteer role with Norwich BID. We will use this statement to help ensure you receive the correct voluntary experience which supports your own development as well as Norwich BID. In the statement, please address the three points below:

- Why would you like to be a City Host?
- What are your strengths/skills which will benefit the role?
- What do you hope and aim to achieve with this opportunity?

*Please continue on a separate sheet if necessary*

Please indicate the reason(s) that have motivated you to consider volunteering by ticking all applicable options below

Develop new skills		Enhance your CV	
Practise old skills		Gain work experience	
Make new friends		Make use of spare time	
Helping others		Referred by health professional	
Gain confidence		Other	

## Reference

Please supply details of two people (not a relative) who we may approach for a reference. One must know you in a professional capacity i.e. employer, educational establishment, health practitioner. A personal referee will need to have known you for approximately 2 years. Please fill in all details below

### Reference One

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

How does this person know you? \_\_\_\_\_

\_\_\_\_\_

### Reference Two

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

How does this person know you? \_\_\_\_\_

\_\_\_\_\_

### Declaration

Have you been convicted of any criminal offences, which cannot be regarded as spent convictions under the Rehabilitation of Offenders Act 1974 or do you have any proceedings pending?

*If yes, please give details*

\_\_\_\_\_

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## Recruitment Monitoring

Norwich BID is committed to ensuring that its volunteer team are treated equally regardless of race, age, disability, ethnic origin, gender or sexual orientation. All information supplied will be treated in utmost confidence and is only used to monitor our equality and diversity therefore will not be used at any stage of the recruitment process.

1. Are you            Female/Male
2. What is your age bracket?    Under 18    18-24    25-40    41-64    65+
3. The Disability Discrimination Act 1995 defines a person as having a disability if he/she “has a physical or mental impairment that has a substantial and short/long term effect on their ability to carry out day to day activities”.

Do you have such a condition which can be considered as a mental or physical impairment? This is so we are purely aware of it and have it on record.    Yes/No

*If yes, please give details*

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4. What is your ethnic origin? \_\_\_\_\_

## Confirmation

Please sign this section after completing all parts of the form.

As far as I know, the information I have provided is true to the best of my knowledge. I understand that if any information I have given is found to be untrue, any offer of a voluntary role may be withdrawn, or in the discovery after becoming a volunteer, the role may be ended early.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

By signing this form you are giving Norwich BID consent to hold and process this personal information about you and third parties i.e. referee's under the Data Protection Act 1988.

Please return completed form either by email or post to:

Norwich BID  
2 Millennium Plain, Bethel Street  
Norwich, NR2 1TF

Email Address: [hosts@norwichbid.co.uk](mailto:hosts@norwichbid.co.uk)

Telephone: 01603 727931