**St Cassian’s Youth Retreat Centre,**

**Wallingtons Road, Kintbury, Berkshire. RG17 9SR**

**VOLUNTEER TEAM 2018-19**

Please complete this form accurately, giving as many details as possible of your skills and experience relating to this application. St Cassian’s will interview applicants based on the information gathered from this form. If you have a disability that prevents your completing this application form, please inform the named contact person to arrange alternative methods of application.

Please ensure the application form is signed, dated and returned to the address given at the end of this application form.

Position applied for:

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| Position title: **VOLUNTEER YOUTH TEAM** |

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| Location: **St Cassian’s Centre, Wallingtons Road, Kintbury, Berkshire. RG17 9SR** |

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| Where did you hear about St Cassian’s? |

1. Applicant’s details

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| --- | --- | --- | --- |
| Title: | First name: | Known as: | Surname: |
|  |  |  |  |

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| --- | --- |
| Date of Birth: | Previous Surname (where applicable): |
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| --- |
| Home address:  |
|  |
|  Postcode: |

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| Telephone No.: please include full STD code |
| Home:  |
| Mobile *(where possible*): |

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| email address (where possible):  |

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| Do you hold a current full driving licence? |  **Yes**/**No** (if yes since when?) |
| Do you hold a clean licence? | **Yes**/**No** (if no please give details) |

2. Education AND QUALIFICATIONS

Please give brief details of education specifying qualifications and examination results, including work-based training, starting with the most recent first including current studies .

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| --- | --- | --- |
| Name of Secondary School/ college/university/ training body | Qualifications (ie GCSE, A Level, Scottish Higher etc) and Grades | Date achieved/due |
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3. your experience

Please answer the following questions in as much details as possible and provide examples where relevant. Continue on a separate sheet of paper if necessary.

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| (i) Previous work experience? (*particularly with young people, beginning with the most recent):* |
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| (ii) Describe your strengths and weaknesses:  |
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| (iii) What talents do you have to offer St Cassian’s. |
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| (iv) Tell us about your family, including their names |
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| (v) Describe your spiritual life, including religious denomination (eg. Catholic, Christian) and any relevant faith experiences. Please tell us about any retreats you may have attended either at St Cassian’s, or any other Retreat Centre.  |
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|  A Personal StatementWrite and tell us about why you are applying to be a volunteer. Include any experience or skills you have, and what you are looking for from the year and why you wish to work with young people. Please include what your experience of retreats has done for you and why you wish to work here. We also live as part of a Christian community; what appeals to you about this aspect of the life here?  |
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4. references

Please give name, address and position/occupation of two referees who have known you for at least two years and are in a position to judge your general character. One of whom could be your parish priest/minister and, if possible the 2nd should be someone who has known you through school, i.e.; a tutor, or employer. References from friends and relatives are not acceptable. Both referees will be contacted prior to your interview.

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| 1. Name:  | Title:  |
| Address:  |
|  Postcode: |
| Tel no: |
| Email: |
| How long have you known this person: |
| Relationship to you:  |

|  |  |
| --- | --- |
| 1. Name:  | Title:  |
| Address:  |
|  Postcode |
| Tel no: |
| Email: |
| How long have you known this person: |
| Relationship to you:  |

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| Definition of a disability; ‘a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities’.  |
| Do you have a disability, on-going medical condition or treatment that we should be aware of? | **Yes**\*/**No**\**If you answer Yes please give details on a separate sheet of paper. Including any reasonable adjustments we would need to make.* (This does not form part of the selection process.) |
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5. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975

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| The position which you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You are required to disclose any convictions or cautions you may have even if they would otherwise be regarded as ‘spent’ under this Act. Any appointment would be subject to satisfactory enhandced disclosure from the Disclsoure and Barring Service. Please note that having a criminal record will be treated as strictly confidential and will not necessarily be a bar on consideration for a post here. The object of this clause is not in any way to reflect upon your integrity, but it is nececessary to protect the young people we work with. |
| Do you have any criminal convictions and/or cautions spent or otherwise? | **Yes**\*/**No**\**If you answer Yes please supply details in a separte sealed letter marked CONFIDENTIAL and your name. This should be attached to your application. The information will only be examined if you are shortlisted for a post.* |
| Under the Disqualification for Caring for Children Regulations 1991, have you ever had a child removed from you or placed under supervision by the local authority? | **Yes**\*/**No**\**If you answer Yes please supply details on a seperate sheet of paper* |

6. EQUAL OPPORTUNITIES

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| St Cassian’s Retreat Centre, alsongside the De La Salle Trustees, is committed through its Equal Opportunties Policy to ensuring that all applicants are considered on a fair, unbiased and lawful basis.  |

1. Commitment

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| Are you able to give a commitment to Volunteering from August 27th 2018 until end of July 2019? **YES/NO*****If your application is successful our interview process involves a formal interview, we also ask applicants to come and spend a retreat with us, either Mon – Thurs, Thurs – Sun or a weekend, so that you have first hand experience of our community life and the kind of work we do here.*** **This will give us a chance to assess your suitability for the project and for you to decide if this type of experience is what you are looking for.** |

1. declaration and signature

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| I declare that, to the best of my knowledge and belief, the information I have given in this application is accurate and true. I understand that, should my application be successful and it is discovered subsequently that information is false, this may lead to my being asked to leave the community.I confirm and understand the declaration. Signed Date  |

**Please return the completed form to:**

Emma Biggins

Director

St Cassian’s Retreat Centre,

Wallingtons Road,

Kintbury.

Berkshire.

RG17 9SR

Director@cassians.co.uk