

**FOCUS IRELAND**  
**VOLUNTEER APPLICATION FORM**

**PERSONAL DETAILS:**

Name: .....

Address: .....  
.....

Telephone No: ..... Mobile No: .....

Email Address: .....

**VOLUNTEERING AREAS OF INTEREST:**

Please indicate which areas of volunteer work you are interested in?

**EXPERIENCE:**

Please give details of your most recent work experience (you may also enclose a cv):

Period From-To	Name & Address of Employer	Position Held & Summary of Duties:

**EDUCATION & TRAINING:**

Any relevant qualifications or courses completed:

## AVAILABILITY

**When would you be free to do voluntary work at Focus Ireland**

All year around  School term only  Summer months only

**Which times would you be available?**

Day	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

**Are you a driver?** Yes  No

## GENERAL INFORMATION

**Have you experience of working with:**

Children  Families  Youth Groups/Summer Projects

**Please give details**

.....

.....

**Have you ever done voluntary work before?** Yes  No  **If so, please give details:**

.....

.....

.....

**What are your hobbies/interests/spare time activities?**

.....

.....

**How did you find out about the Volunteer Programme at Focus Ireland?**

.....

**What do you hope to gain from the volunteering experience?**

.....

## REFEREES:

Please provide the contact details Referees. (Please give full details)

Employer – Period (From-To)	1 <sup>st</sup> Referee:	2 <sup>nd</sup> Referee
Name:		
Address:		
Occupation/Relationship to You:		
Email Address:		
Telephone No:		

Because of the nature of our work with vulnerable young people & adults, we need to know:

Do you have a criminal record\*?    Yes     No

(\*This includes 'spent' convictions)

If the answer is yes, while it may not necessarily prevent you from volunteering within the organisation, we may need to discuss this with you. If you wish, you may provide further details below:

### Please read the following carefully

If I am accepted as a volunteer at Focus Ireland I recognise that:

- a) It is important to maintain confidentiality and discretion in relation to clients of the agency.
- b) It is essential to notify your Supervisor as early as possible if unable to attend on a particular day (because Focus Ireland relies on volunteers, if you are regularly late or absent without notice, we will have to end your placement).
- c) All volunteers are accepted for a minimum two months trial period after which their placement will be reviewed.

Signature: ..... Date: .....

Would you like Focus Ireland to contact you in relation to future developments?

Yes  No

**Confidential & Optional Volunteer Diversity Monitoring**

Focus Ireland is committed to promoting equality of opportunity for all and welcomes volunteers from all sections of the community.

In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this to demonstrate our commitment to promoting equality of opportunity in volunteering. The information that you provide will assist us to measure the effectiveness of our equal opportunity policies and take action to remove barriers to volunteering where necessary.

Your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unfair decisions affecting you.

**You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to.**

**Disability:** Do you consider that you are a disabled person? Yes  No

**Age:** Please state your date of birth: \_\_\_ / \_\_\_ / \_\_\_\_

**Gender:** Male  Female

**Nationality:** Please state your nationality: \_\_\_\_\_

**Please return completed form to:**  
HR Volunteer Coordinator, Focus Ireland, 9–12 High Street, Dublin 8  
Telephone No: 881 5909 [volunteer@focusireland.ie](mailto:volunteer@focusireland.ie)

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