|  |  |  |
| --- | --- | --- |
|  | *Bosco Volunteer Action*  *Salesians of Don Bosco UK*  (Registered Charity No. 233779)  BOVA Coordinator  Thornleigh House, Sharples Park, Bolton, BL1 6PQ  Tel: 01204 939 777 Mobile: 07712 163 565  Email: [bova@salesians.org.uk](mailto:bova@salesians.org.uk) |  |

**BOVA APPLICATION FORM**

Please complete this application form accurately, giving as many details as possible of your relevant qualifications, skills and experience.

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:

|  |
| --- |
| Role title: SALESIAN INTERNATIONAL VOLUNTEER |

|  |
| --- |
| Location: OVERSEAS (to be determined) |

|  |
| --- |
| How did you hear about BOVA? |

1. Applicant’s details

|  |  |  |
| --- | --- | --- |
| Title: | First name: | Surname: |
|  |  |  |

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

|  |
| --- |
| Home address: |
|  |
| Postcode: |

|  |
| --- |
| Telephone No.: please include full STD code |
| Home: Work/University: |
| Mobile: |

|  |
| --- |
| email address: |

|  |  |
| --- | --- |
| Do you hold a current full driving licence? | **Yes**/**No** |

2. employment HISTORY

Please include details of all your previous employment starting with the most recent. Briefly describe the main duties and responsibilities of your post and reasons for leaving.

For Safer Recruitment purposes full details should be given of any period not accounted for by full-time employment, education or training. This would include for example, unemployment, voluntary work, raising a family, part-time work or education. Further clarification may be sought at interview.

Please continue on a separate sheet of paper if necessary, giving your name, page number and title heading.

|  |  |  |
| --- | --- | --- |
| 1. Present/most recent employment | | |
| Employer name: | | |
| Address: | | |
| Position held: | From: | To: |
| Salary: | | |
| Brief description of duties/responsibilities: | | |
|  | | |
| Reason for leaving: | | |
| Notice required: | | |

|  |  |  |
| --- | --- | --- |
| 2. Previous employment | | |
| Employer name: | | |
| Address: | | |
| Position held: | From: | To: |
| Brief description of duties/responsibilities: | | |
|  | | |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| 3. Previous employment | | |
| Employer name: | | |
| Address: | | |
| Position held: | From: | To: |
| Brief description of duties/responsibilities: | | |
|  | | |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| 4. Previous employment | | |
| Employer name: | | |
| Address: | | |
| Position held: | From: | To: |
| Brief description of duties/responsibilities: | | |
|  | | |
| Reason for leaving: | | |

3. Education AND QUALIFICATIONS

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of college/university/ training body | Course/subject title | Qualification/ Level | Grade | Date gained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

4. PROFESSIONAL/OCCUPATIONAL Training & DEVELOPMENT

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

|  |  |
| --- | --- |
| Training Course | Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

5. MOTIVATION AND INTEREST

|  |
| --- |
| 1. Why do you want to have a Volunteer Mission experience with the Salesians of Don Bosco? |
| 2. A Salesian International Volunteer is expected to be a Christian witness. Do you consider yourself a mature, committed Christian? Please explain. |
| 3. How do you feel about the prospect of living, working and praying in a Roman Catholic Community? |
| 4. What does being part of a faith community mean to you? |
| 5. What skills, experience or qualities do you have which are relevant to working with young people? |
| 6. What difficulties have you encountered when working with young people? How were they overcome? What did you enjoy most? |
| 7. How does this international mission experience fit into your career goals and aspirations for the future? |

6. SUPPORTING STATEMENT

Please use this page to add further information which you feel would support your application. For example, you may wish to expand on any past volunteer experiences, sports, music and/or arts interests. You may also wish to include any qualifications and personal attributes you feel are relevant.

Please continue on a separate sheet of paper if necessary.

|  |
| --- |
|  |

1. ADDITIONAL INFORMATION

Salesian International Volunteers work without any salary. The Mission experience may, out of necessity, interrupt or postpone a career or university.

|  |
| --- |
| Are you in a position to make this sacrifice? YES/NO |
| How long are you available for service? |
| When would you like to commence? |

Please state below your geographical preferences: \*

|  |
| --- |
| 1. |
| 2. |
| 3. |

\* Whilst every effort is made to match successful applicants with a project in their preferred geographical location, the Salesians of Don Bosco UK reserves the right to offer placements in alternative geographical locations from time to time.

1. references

Please give name, address and position/occupation of two referees. One must be your present or most recent employer or University Principle. The second must be an adult who knows you within the context of your faith e.g. chaplain, parish priest, catechist, youth minister etc.

Testimonials or references from friends, colleagues and relatives are not acceptable.

References for short listed candidates may be taken up before interview.

|  |  |
| --- | --- |
| 1. Name: | Title: |
| Position: | |
| Organisation: | |
| Address: | |
| Tel: | |
| How long have you known this person: | |
| Relationship to you: | |

|  |  |
| --- | --- |
| 2. Name: | Title: |
| Position: | |
| Organisation: | |
| Address: | |
| Tel: | |
| How long have you known this person: | |
| Relationship to you: | |

|  |  |
| --- | --- |
| Do you have the right to live in the UK? | **Yes**\*/**No** \**If you answer No please supply details on a separate sheet of paper* |

1. HEALTH DECLARATION

|  |
| --- |
| The role of an international volunteer with young people can sometimes be mentally and physically demanding. The Salesians of Don Bosco UK take the health, safety and security of volunteers very seriously and have a duty of care to ensure that volunteers are placed within appropriate projects. Volunteers may need health clearance before being accepted. Making a disclosure to the questions below will not necessarily bar you from the process but will help us to ensure the appropriate support is provided. |
| 1. **Are you in good health?** Yes/No   If ‘No’ please provide details: |
| **2. Are you currently undergoing medical treatment (including taking any medication)?**  Yes/No  If ‘yes’ please provide details: |
| **3. Do you have any physical limitations?**  Yes/No  If ‘yes’ please provide details: |
| **4. Have you ever suffered with your mental health?**  Yes/No  If ‘yes’ please provide details |
| **5. Do you consider yourself to have a disability?**  Yes/No  If ‘yes’ please provide details |
| **6. Are you registered disabled (as defined by the Equality Act 2010 and/or other relevant legislation)?**  Yes/No  If ‘yes’ please provide details |
| **7.** **Do you have any allergies?**  Yes/No  If ‘yes’ please provide details |
| **8.** **Do you have any special dietary requirements?**  Yes/No  If ‘yes’ please provide details |

1. EVIDENCE OF QUALIFICATIONS

|  |
| --- |
| Offers of a placement are made on the basis of information provided in your written application and at interview. If offered a placement you will be asked to provide evidence of all your qualifications and grades attained as indicated in your application. If you are unable to provide satisfactory evidence (either original certificates or written confirmation from the relevant assessment centre) the offer of a placement may be withdrawn. |

1. SAFER RECRUITMENT COMMITMENT

|  |
| --- |
| The Salesians of Don Bosco UK is committed to promoting and safeguarding the welfare of children and adults and expects all staff and volunteers to share this commitment. The role of Salesian International Volunteer is exempt from the Rehabilitation of Offenders Act 1974 and as such a satisfactory DBS Disclosure with barred list (child) check will be required.  By applying to work with children or vulnerable adults within the Church, you are confirming that you are not barred from working with vulnerable groups. If this is not the case, you are committing a criminal offence.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’, are not subject to disclosure and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  Please complete the enclosed Safeguarding Self Declaration form and return it (in a separate sealed envelope) to the “Safeguarding Coordinator” at the address given at the bottom of this application form.  ***Application forms received without a completed Safeguarding Self Declaration form will not be considered further in the shortlisting process.*** |

1. EQUAL OPPORTUNITIES

|  |
| --- |
| The Charity is committed through its Dignity in the Workplace Policy to ensuring that all applicants are considered on a fair, unbiased and lawful basis. |

1. DATA PROTECTION/PRIVACY STATEMENT

|  |
| --- |
| The personal information (data) collected on this form, and on any attachments, including sensitive personal data is collected for the purpose of recruitment, personal administration (for new employees/volunteers) and monitoring.  Unless you direct otherwise (for example if you would like the application kept on file for future opportunities) the application forms (and attachments) of unsuccessful applicants will be destroyed after one year.  It is the Charity’s policy to protect, and keep secure, all personal data collected. All personal data is processed for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their appointment, and for no other purpose.  Please tick the box to confirm you have read and understood the Charity’s Privacy Notice for workers which is available at [www.salesians.org.uk](http://www.salesians.org.uk).  Paper copies are available from the Data Compliance Manager at:  [data.compliance@salesians.org.uk](mailto:data.compliance@salesians.org.uk) |

1. declaration and signature

|  |
| --- |
| * I understand that Disclsoure & Barring Service (DBS)/pre-appointment vetting checks will be required as part of the recruitment process. Details of the DBS check will be recorded and retained indefinitely on the National CSAS Confidential Database. * By making this application I confirm that I am not barred from working with vulnerable groups and understand that to apply to work with children/vulnerable adults when barred from doing so is a criminal offence. * I understand that if I am appointed, this application form will become part of my personal file and that if I am not appointed it will be stored for 1 year and then destroyed. * I understand that if appointed, the fact that I have had pre-employment vetting checks will be entered on the national CSAS confidential database in accordance with policy, and will be retained indefinitely. * In the event that I am not appointed or in the future step down from the post, I understand that relevant information will be retained on file until I reach normal retirement age, or for 10 years if that is longer. (As per Working Together good practice guidance) * I also understand that my Safeguarding Self Declaration Form will be held securely and in strict confidence by the Safeguarding team, and retained for 75 years * I declare that the information I have given on this form is correct and true to my knowledge. I understand that, should my application be successful and it is discovered subsequently that information is false, this may lead to termination of my contract of employment. * I confirm and understand the declaration.     Signed Date |

***Thank you for completing the form.***

Please return the completed application form with a covering letter, two passport photos and £25 administration charge (cheques payable to ‘Bosco Volunteer Action’) to:

Fr Bob Gardner SDB

BOVA Coordinator

Thornleigh House

Sharples Park

Bolton

BL1 6PQ

Email: [bova@salesians.org.uk](mailto:bova@salesians.org.uk)