**VOLUNTEER GUIDANCE NOTES FOR
COMPLETING APPLICATION FORM**

Thank you for your interest in Volunteering with us at FSN. Before you start to complete the application form you are advised to read the guidance notes and all the information that has been sent to you. If you need any help in completing the application form, please contact Theresa Gasson the Volunteer Coordinator, on 01424 377115.

The application form may be printed/photocopied and should therefore be completed in **black ink.**

A copy of the Volunteer Role Description is enclosed. The Role description lists the main duties and key tasks of the placement. It also outlines the skills, knowledge, and experience needed to carry out the role. Please complete your application by explaining how your skills, knowledge and experience match the volunteer role requirements.

Please ensure you complete all parts of the application form. The more we know about you helps us to identify how and where your skills and experience could be best utilized. There is no need to include a CV.

As part of our Safer Recruitment procedure all posts will require that DBS Enhanced checks are carried out before employment can be offered. FSN cannot offer a placement if there are convictions relating to children or violence. Those with other convictions within the past 10 years will require some further review, but may not stop your opportunity to volunteer with FSN. Due to the vulnerability of FSN’s service users, ex drug users need to demonstrate that they have been clean for at least 10 years.

All information regarding convictions is treated in a confidential manner and will only be disclosed to those responsible for decision making or managing the individual if the conviction is relevant to the volunteer role.

Please return the completed application forms to tgasson@fsncharity.co.uk or drop it in to:

**St. Nicholas Centre**

66 London Road

St. Leonards on Sea TN37 6AS

Or

**Robsack Centre**

Bodiam Drive

St. Leonards on Sea TN38 9TW