



## **Application Guidance Guidelines for completing Bawso Volunteering Application Form**

It is important to highlight the following within your application form:

- Your understanding of Bawso and our values
- Why you are interested in working with Bawso
- Your transferrable skills It is important that you complete all sections fully

### **1. Personal Details**

1.1 If you wish us to use a title, please give with your name and title, e.g. Ms, Mr, Dr.

1.2 If we need to telephone you at your place of work, we will not identify in any way who we are or why we are calling.

### **2. References**

Placements at Bawso is subject to receipt of two satisfactory references and you will be unable to start until we have written references for you. If for any reason references given are not satisfactory we will contact you.

### **3. Training & Further Education**

We are also interested in relevant qualifications, work and life experience, which are all equally important. Please tell us about any training and/or further education you have received, or are currently undertaking which you feel is relevant to the advertised post. This may include both formal and informal training events. Please label events chronologically starting from the most recent first

### **4. Current/Previous Experience**

4.1 Current Experience: You should include details of your current or most recent employment. It will be sufficient to detail the main duties and responsibilities of your post. You may also tell us about anything you are currently doing other than paid employment. Much of what you do now may be relevant to the advertised post, please ensure that you tell us about it.

4.2 Previous Experience: This section should be used to tell us about previous experience relevant to the job for which you are applying whether from employment, voluntary work, studying etc

### **5. Experience of working with Black and Minority Ethnic communities**

In this section, please state if you have any experience of working with Black and Minority Ethnic communities whether paid or unpaid.

**6. Membership of any professional voluntary organisation relevant to this post**

Please list organisation(s) that you are or have been member of, starting with the most recent.

**7. Skills and General information**

Please provide us with examples in support of your application. Please give details of skills you possess, which may be useful in your voluntary work.