JAFLAS Dr Alan Blacker & Co. CIC (trading as JAFLAS)
Community Interest Company No. 14277484, regulated by the Regulator of Community Interest Companies (England and Wales)
VAT No. 428 6382 72
Cocobolo, 4 Margaret Clitherow Court, Milk Street, Milkstone, Rochdale, Greater Manchester, OL11 1HF
jaflas.co.uk | clerksroom@lordharley.uk
0203 47 999 57 / 0161 520 0939
October 2026

Client Care Volunteer Application Form

Notes on completion of this form:
If this form is not completed electronically please use black ink. Illegible applications will not be considered. Where there is an asterisk against a heading it means that this section must be completed in full on the form itself. Any reference to a CV entry in such a section will not be considered a suitable alternative response for the application.

1. POSITION APPLIED FOR:

2. PERSONAL DETAILS

Title	**Surname**		
First Names			
Address			
Post Code	**Country**		
Telephone (Work)	**Telephone (Home)**	**Mobile**	**Preferred contact method:** ☐ Work ☐ Home ☐ Mobile ☐ Email
Email	**Could you access facilities for a video call or telephone interview if required?** ☐ Yes ☐ No		
Date of birth *(dd/mm/yy)*	**Place and country of birth**		
Do you hold a current driving licence? ☐ Yes ☐ No	**If yes, please specify the country of issue and type of licence**		

3. NATIONALITY AND RESIDENCE STATUS

Nationality		
Do you have UK resident status?	☐ Yes ☐ N	
Do you hold a Permanent Residence Permit?	☐ Yes ☐ N	
Do you hold a Residence Permit?	☐ Yes ☐ N	**If yes, please give the Expiry Date**
Do you hold a Visitor's Permit?	☐ Yes ☐ N	**If yes, please give the Expiry Date**

4. EDUCATIONAL QUALIFICATIONS

Please list any academic qualifications below, (if short-listed you will be asked to provide proof of any qualifications listed).

Dates (dd/mm/yy)		**Name of school, College and/or University**	**Give details of major subjects studied and qualifications/results gained**

5. PROFESSIONAL QUALIFICATIONS

Please list any professional qualifications held - Indicate if undertaken by full/part time or by home study. If short-listed, you will be asked to provide proof of any qualifications given below.

Dates: (DD/MM/Y		Name of professional body	Details of major subjects studied and qualifications / awards achieved

Are you currently working towards any further examinations or qualifications?	☐ Yes ☐ No

If yes please give details below.

Are you currently a member of any professional associations or societies?	☐ Yes ☐ No

If yes please give details below including date of joining, professional registration number and level of membership.

6. CURRENT ROLE

Employer:		
Address:		
Post Code:	**Country:**	**Job title:**
Current Salary:	**Anticipated Salary:**	**Reporting to: (job title)**
Date of appointment:	**Notice period: (If required)**	**Other significant benefits:**

7. CURRENT ROLE DETAILS

Please provide a brief summary of your current or most recent role and your main achievements in it. You may attach copies of job descriptions and organisation charts if this would be helpful. Please include details or resources such as staff or budgets for which you are responsible. (Please continue on a separate sheet if necessary)

8. PREVIOUS EMPLOYMENT

Please give details of your employment history up to your present/most recent job starting with the most recent and working backwards. Please cover at least seven years.

Date started (DD/MM/YY)	Date left (DD/MM/YY)	Name and Address of employer	Job and main responsibilities	Reason for leaving

9. REASONS FOR APPLYING

Please explain why you wish to leave your current role (or why you left your most recent job if not currently employed) and what attracts you to this job in particular? (Please continue on a separate sheet if necessary)

10. SUPPORTING STATEMENT

Please explain how you meet the essential and (if applicable) desirable requirements as outlined in the job profile. If you have to use additional sheets they should be marked clearly with your name and the position you have applied for and must be attached securely to the application form.

11. PREVIOUS GOVERNMENT EMPLOYMENT

Have you ever been employed by the Government or Local Authority or held any public office	☐ Yes ☐ No

If yes please give details below.

12. CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence?	☐ Yes ☐ No

If yes, please give details of the offence(s) and the sentence(s) imposed below.

Any information given will be completely confidential and will be considered only in relation to the duties of the post for which you have applied.
If you are applying for work in a Sensitive post (i.e. with children, disabled or elderly people) please include all convictions, cautions and bind overs, including those regarded as spent.
A spent conviction is a conviction which is no longer taken into account for legal purposes after a period of time has elapsed. Spent convictions will generally be disregarded, but when applying to work in certain types of employment you will need to disclose them.

I declare that I have not been convicted, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing, in relation to a sexual offence or child abuse. I declare that there are no such proceedings pending against me at the date of this declaration. I know of no reason why I should be considered unsuitable for work in a 'Sensitive' post (i.e. with children, elderly or disabled people), and I have not been dismissed from such a post for malpractice. I agree to provide the JAFLAS Dr Alan Blacker & Co. CIC with any appropriate Criminal Check Record document required as part of the recruitment process if I am offered employment with the JAFLAS Dr Alan Blacker & Co. CIC.

I understand that, in the event of employment, any failure to disclose such convictions could result in disciplinary action which may result in my dismissal. PLEASE NOTE - Overseas Applicants Only: To satisfy the requirement of the immigration service, If you are successful in your application for employment, you will be required to submit a declaration in relation to criminal convictions for all family members who you plan to be accompanied by in the United Kingdom.

13. CONFLICTS OF INTEREST

Indicate below any conflicts of interest you may have working for JAFLAS. For example, other current employment, business interests or family members already working for JAFLAS.

14. DECLARATION OF BUSINESS INTERESTS

Do you or your spouse/partner have any private business interests (including shares in, or Directorships of, a company)?	☐ Yes ☐ No

If yes, please give details.

15. HEALTH STATUS

Have you any disability or health problems? Please disclose any reasonable adjustments you would like us to implement.	☐ Yes ☐ No

If yes, please give details.

16. FURTHER INFORMATION

Please use this space to provide any further information that may be relevant to your application. Please be brief. If you have to use additional sheets they should be marked clearly with your name and the position you have applied for and must be attached securely to the application form.

17. Please tell us where you heard about this vacancy

☐ Word of Mouth	
☐ Speculatively browsing a website	
☐ Press/Publication advert (please specify)	
☐ Web advert (please specify)	
☐ Agency (please specify)	
☐ Other (please specify)	

DECLARATION

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal without notice.

I declare that all the information I have provided in support of my application is, to the best of my knowledge and belief, correct and complete.

Signature	**Date (dd/mm/yy)**

REFEREES

Professional Referees: We reserve the right to seek references from your current employer and, if appropriate, any previous employers prior to interview. If you wish to be consulted before a referee is approached, please tick the box provided. All referees will be approached if we make an offer of employment. We may also contact any of your other previous employers within the last three years.

1. Your current or most recent employer (or if no employer, your school/university/training provider). Do you wish to be consulted before this referee is approached?	☐ Yes ☐ No

Name and job title of referee

Name of referee's organisation

3. Personal Referees: Please give the names and addresses of two people, not related to you, who are in a position to provide a character reference.

Person 1	Person 2
Name	**Name**
Address 1	**Address 1**
Address 2	**Address 2**
City	**City**
Postcode	**Postcode**
Country	**Country**
Telephone	**Telephone**
Email	**Email**
Occupation	**Occupation**

If you ARE resident in the United Kingdom please return this form to the department detailed in the advert or to:	If you are NOT resident in the United Kingdom, please return this completed form to:
Clerksroom JAFLAS Dr Alan Blacker & Co. CIC Cocobolo, 4 Margaret Clitherow Court, Milk Street, Milkstone, Rochdale, Greater Manchester, OL11 1HF Email: clerksroom@lordharley.uk	Email: clerksroom@lordharley.uk

Guidance Notes for completing THE application form

Eligibility to work in the United Kingdom

We are only able to accept applications from individuals who are eligible to work in the country according to employment legislation.

Employment and relevant work-related experience

It will not prejudice your application if you disclose a period out of formal employment (e.g. time spent at home bringing up children or a period of ill health).

Other relevant experience

This can include experience of volunteering, periods of travel or of roles held within the community e.g. youth or community worker etc.

Education / qualifications

Please list those qualifications specified in or related to the requirements listed in the person specification. If you have a qualification which is not directly relevant but which you feel demonstrates that you have a skill which is important to the job please list this under Supporting Statement saying why you think this is important.

Supporting Statement

The purpose of this section is to give you an opportunity to say why you are interested in the job and what you would bring to it. When writing your supporting statement please refer to the role profile and link your experience, qualifications and interests to the requirements. Your supporting statement should be succinct and to the point. It will be used for shortlisting so please ensure you highlight the relevant skills, knowledge, experience and qualifications you have relevant to the role. This can relate to information listed earlier or you can give other examples.

References

If you have no previous employer then please provide a reference from your school/university/ training provider and a personal reference from someone who knows you well but is not a relative.

Criminal Convictions

JAFLAS is committed to safeguarding and promoting the welfare of children and young people. A criminal records check will be required if you take up employment with JAFLAS and are appointed from outside of the UK, even where the post has not been designated as a ‘Sensitive’ one.

Immigration

If your application is successful, you will be asked to provide details of criminal convictions, residency and health status.

All rights reserved. Dr The Rt Hon Alan Blacker Earl of Dublin. This document and its imagery are registered as a trademark and the tagline Turning Law into Justice® is protected. Copyright 2026. Unauthorised reproduction, distribution or adaptation, in whole or in part, is prohibited.