

If you are interested in taking a Working For A Charity course participant on a voluntary training placement, please complete this form and return to:

Working For A Charity, NCVO, Regent's Wharf, 8 All Saints Street, London, N1 9RL
Tel: 020 7520 2512 Fax: 020 7713 6300 Email: workingforacharity@ncvo-vol.org.uk

Please note that the placement will be for 20 days minimum, normally spread over a period of 8 – 12 weeks (exact dates to be arranged between the charity and the individual participant).

THERE IS NO CHARGE FOR CHARITIES PARTICIPATING IN THIS SCHEME

Name of organisation _____

Brief description of organisation _____

Address _____

County _____ Postcode _____

Telephone (day) _____

Fax _____ Email _____

Website _____

Contact person _____

Job title _____

Number of paid staff _____ Number of volunteers _____

Annual income of organisation _____

Nearest underground/railway station _____

Specific project(s) proposed for participant (e.g. fundraising, editorial, marketing, PR, administration, research, finance).

(in addition to this brief description, please provide as much supporting information as possible in order to assist the process of matching individuals and their skills with your project needs)

Earliest possible start date of placement _____

Deadline for completion of project(s) _____

(Please state "open-ended" if there is no specific time by which the project needs to be undertaken).

“Shadowing” and meeting opportunities available to participant _____

Other tasks (in addition to the specific project are there any other tasks the participant could help with?)

I have read and understood the outline of the voluntary training placement, as described in the Foundation course placement scheme fact sheet. I agree to provide the elements required. I enclose a copy of our annual report/newsletter or other literature with this form.

Name _____

Signed _____ **Date** _____

Thank you for completing this application. We will do our best to allocate a participant to you, but this will obviously be affected by supply and demand. We will only contact you if we have an individual who may be a possible placement match. If we are unable to meet your request, we will keep your application on file for future courses unless the project you have specified has passed its deadline for completion.

Where did you hear about us? _____

If you know of any other voluntary organisation(s) which may be interested in participating in this scheme, please give contact name and address

If you would like further copies of our registration forms/course details, please let us know.

Data Protection

The information you have provided will only be used to administer the placement scheme you have subscribed to and to send you information about other Working For A Charity activities we run which may be of interest to you.

If you would like to receive more information about NCVO Working For A Charity's future activities please tick this box