

British Triathlon

PO Box 25

Loughborough

LE11 3WX

Tel: 01509 226161

Email: hr@britishtriathlon.org

**If you require the form in large print, please contact HR**

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| Volunteer Administrator - Expression of Interest |

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| --- | --- |
| Role Title: |  |
| Please tell us how you heard about this opportunity: |  |

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| 1. **Personal details** |

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| --- | --- | --- | --- | --- | --- |
| Title: |  | First name(s): |  | **Surname:** |  |

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| --- | --- | --- |
| Address: |  | |
|  |  | |
|  |  | **Postcode:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No:** |  | **Mobile Telephone No:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

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| 3. Current Occupation |
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| 4. Information in support of your Expression of Interest |
| Please tell us about your experiences which you think may be relevant to volunteering with the Triathlon Trust. These can include current or past volunteering, work and personal experiences |
| Please tell us why you are interested in this volunteer role with the Triathlon Trust |
| How much time would you be able to offer as a volunteer with the Triathlon Trust?  Up to ……… hours per week |

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| 5. Supplementary information |

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| --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence | Yes |  | No |  |
| (This opportunity is exempt from the Provisions of the Rehabilitation of Offenders legislation and therefore you must disclose Information regarding any spent or unspent convictions) | | | | |

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| If yes, please give further information: |

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| **6. Reasonable Adjustments/Arrangements for Interview** |

Please inform us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our process.

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| References |

Please give the detail of **one** referee who is not related to you, who we can approach for a confidential assessment of your suitability for this role.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Name of Referee and relationship to you:** |  |  |  |  |  | | --- | --- | --- | | Address: |  | | |  |  | | |  |  | **Postcode:** |  |  |  |  |  | | --- | --- | --- | --- | | **Email:** |  | **Tel:** |  | |

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| Data Protection |

**Upon receipt of your expression of interest,** **the Triathlon Trust will be the Data Controller of your personal data. The Trust will hold all the information you have given on this form in accordance with the Data Protection Act 2018. If you are successful, the information you provide will be transferred to your confidential record. If you are unsuccessful, we will retain your form for one year for reporting purposes. If you would like your form, and your data to be removed from our records please contact the HR Team hr@britishtriathlon.org, although please be aware your details will be kept for the anonymised monitoring purposes mentioned. No information may be passed onto a third party unless contracted by the Trust for specific services without your express agreement unless required by law. Your signature below indicates your agreement to the above.**

**For more information on how the Triathlon Trust manages your data, please click** [**here**](https://www.triathlontrust.org/about-us/policies-procedures)**.**

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| Declaration  Statement to be signed by the applicant  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your expression of interest will not be considered.  *I confirm that the information given in this form is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered, and that I am in possession of the qualifications I claim to hold. I understand that any omission or misrepresentation may render me liable to release should I be taken on as a volunteer.*   |  |  | | --- | --- | | Signed: |  | |  |  | | Date: |  | |