

53-61 Goosegate  
Nottingham  
NG1 1FE  
Tel 0115 9507140

Dear Applicant

Thank you for your interest in volunteering at Emmanuel House. Please note that Emmanuel House only recruits people aged 18 years and over to volunteer.

If you are uncertain about whether Emmanuel House is the right place for you, we can arrange a visit so you can have a look around, meet other people and learn more about what we do. Contact the telephone number above if you would like to visit or you need more information. Please answer each section of the form as fully as possible.

Here is what to do:

1. Forward your reference pack to two people who know you well but are not family members and ask them if they will be your referee. Guidance is in the pack informing them what they should do.
2. Fill in the application form and answer all the questions, particularly stating:
  - a. Whether you want a college/university placement or to volunteer
  - b. If you want a placement, state what the terms of the placement are e.g. number of hours required, supervision, providing a report etc.
3. Unless stated otherwise, we will assume you have sent the reference pack to your referees
4. Return the form to [volunteering@emmanuelhouse.org.uk](mailto:volunteering@emmanuelhouse.org.uk)

Applications are dealt with in date order of arrival. How quickly your application is processed depends on a number of factors including the length of time it takes for us to receive your referees, the number of places available and the level of voluntary administration support at Emmanuel House. Please note that applications are generally processed on Thursdays. Your application will be processed as quickly as possible.

We look forward to meeting you in the near future.

Many thanks

Alastair Paylor  
Centre Manager