

**Volunteer Placement Application Form**

Irish Penal Reform Trust
MACRO, 1 Green Street (off North King St), Dublin 7
T: + 353 (1) 1 874 1400, E: info@iprt.ie, W: [www.iprt.ie](http://www.iprt.ie)

**Important note: Please read IPRT’s Volunteer Guidelines and Volunteer Recruitment Privacy Notice before completing the application. The application form should be accompanied by your CV. All completed applications should be emailed to** **info@iprt.ie** **or sent by post to the address above.**

|  |  |
| --- | --- |
| **Date of application** |  |

1. **PERSONAL DETAILS:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
|  |
|  |
| **Telephone:** |  |
| **E-mail:** |  |
| **Emergency contact:** |  |

 **Please indicate which programme(s) you are interested in below:**

|  |  |
| --- | --- |
| **Summer** |  |
| **Autumn/Winter** |  |

 **Please indicate your availability below:**

|  |
| --- |
| **I am available to work remotely:** |
| **Start date** |  |
| **Finishing date** |  |
| **Mornings only** |  |
| **Afternoons only** |  |
| **All day** |  |

1. **Essential criteria:**

**Please indicate, by referring to your experience, how you fulfill the following criteria (max. 200 words for each):**

|  |
| --- |
| 1. **Have a demonstrated interest in penal policy or other areas relevant to IPRT’s work**
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| 1. **Have a demonstrated ability to work as part of a small team, as well as on own initiative**
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| 1. **Have a good grounding in essential office IT skills**
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| 1. **Have respect for values and mission of IPRT:**
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1. **Desirable criteria:**

**Please indicate briefly, by referring to your experience, how you fulfill the following criteria, if any:**

|  |
| --- |
| 1. **Experience of conducting research in areas relevant to IPRT’s work and/or experience in campaigning in areas relevant to IPRT’s work;**
2. **Knowledge of international human rights standards.**
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## Policy on Confidentiality - Declaration

I understand that all volunteers working with IPRT are required at all times to maintain absolute confidentiality in respect of matters which come to their knowledge in the course of their work. Exceptions to this will only occur where, in consultation with the Executive Director, it is agreed that legal obligations demand disclosure of information. I agree to abide by this policy.

**Signature: Date:**

Please tick the box to confirm consent to IPRT processing your application in accordance with the Volunteer Recruitment Privacy Notice.