

Volunteer Enquiry Form

**Preferences**

|  |  |
| --- | --- |
| **How did you hear about volunteering at Inspire North?** |  |
| **I am looking for:****(please select one)** | A student placement –as part of my course ☐Volunteering experience ☐A short-term internship ☐ A one-off research project ☐ |
| **Preferred location/service:** **(if known)** |  |
| **Preferred start date:** |  |
| **Which age groups are you able to work with?** | ☐ Children and Young People☐ Adults Please outline any experience you have, including academic, of working with these groups in the Application Questions section below. |

**Personal Details**

|  |  |
| --- | --- |
| **Forenames:**  |  |
| **Surname:** |  |
| **Preferred Name and pronouns:** |  |
| **Street address:** |  |
| **Town/city:** |  |
| **Postcode:** |  |
| **Date of Birth:** |  |
| **Contact number:** |  |
| **Email:** |  |
| **Have you previously used any of Inspired North’s (Community Links or Foundation) services?** |  **Yes / No** (Delete as appropriate)  If yes, what date did you last use the service? (Month/Year)   |

|  |  |  |
| --- | --- | --- |
| **Do you have a valid DBS check?** | ☐ Yes | ☐ No |
| **Are you happy to work on location/in our offices?** | ☐ Yes | ☐ No |

**Enquiry Questions**

Please answer the questions below, using no more than 250 words per answer.

|  |
| --- |
| Please tell us what you’re hoping to gain from a volunteering role with us, including which of our services you’re most interested in working with, and any advertised role you are interested in. |
|  |

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| --- |
| Please share what you can offer in terms of skills, experience, and personal qualities: |
|  |

**Availability**

**Please let us know approximately how many hours a week and the time(s) you may be available:**

|  |  |  |
| --- | --- | --- |
|  | **Morning** | **Afternoon** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **Saturday** |  |  |
| **Sunday** |  |  |
| **Term Time only?** | Yes / No | Yes / No |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Please confirm that you have the legal right to work/volunteer in the UK?Original copies of your documents will be requested from you should you be invited to interview. This could include your passport and visa (if applicable). | ☐ Yes | ☐ No |
|  | Have you worked for/volunteered with Inspire North, Community Links or Foundation before? | ☐ Yes | ☐ No |
|  | Do you have any criminal convictions?Having a conviction/caution will not necessarily stop you from volunteering, but it will need to be taken into consideration when assessing your suitability. | ☐ Yes | ☐ No |
|  | *If yes, please provide details:* |  |
| **Have you previously used any of Inspired North’s (Community Links or Foundation) services?** | **Yes / No (Delete as appropriate)****If yes, what date did you last use the service? (Month/Year)**  |  |

**Data Security**

* Information from the application form is strictly confidential.
* The Data Protection Act requires that personal information is obtained and processed fairly and lawfully, is only disclosed in appropriate circumstances, and is kept securely.
* For more information on our [Privacy Policy](https://inspirenorth.devdemo.org/privacy-policies/) and [Volunteer Privacy Notice](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fd2fbho3ktrnehw.cloudfront.net%2Fmedia%2Fdocuments%2FVolunteer_Policy_v0.1_1.docx&wdOrigin=BROWSELINK) please follow the relevant links.

**Equal Opportunities**

* Inspire North recognises and actively promotes the benefits of a diverse workforce and is committed to treating all volunteers with dignity and respect regardless of race, gender, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.
* For us to monitor and improve the equity, diversity and inclusion in our volunteering recruitment and management practices we kindly ask you to complete the online, confidential and anonymous **Diversity Monitoring Form** using the link below:

 [**https://tinyurl.com/mt9yrx****zf**](https://tinyurl.com/mt9yrxzf)

**Declaration**

**Please tick this box to confirm you have read and agree to the below statements:**

* I confirm that the information given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made.
* As part of this application, I give Inspire North permission to collect, retain and process information about me to support a student placement application.

Please submit the completed form to volunteer@inspirenorth.co.uk

or post to:

Volunteer Development Manager
Inspire North
3 Limewood Rd,
Seacroft,
Leeds
LS14 1AB