

Volunteer Application Form

**Position Details**

|  |  |
| --- | --- |
| **Role applied for:**  |  |
| **Service and Location:** |  |

**Personal Details**

|  |  |
| --- | --- |
| **Forenames:**  |  |
| **Surname:** |  |
| **Preferred Name/Pronouns:** |  |
| **Street address:** |  |
| **Town/city:** |  |
| **Postcode:** |  |
| **Date of Birth:** |  |
| **Mobile telephone number:** |  |
| **Home telephone 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)**  |

|  |  |
| --- | --- |
| **How did you become aware of this volunteering opportunity:**  |  |

**References**

Please give the names and full addresses of **two** (2) people we may approach on your behalf for a reference. Wherever possible, please provide professional, educational or voluntary position references.

The referees should **not** be a relative or friend and should have known you for three (3) or more years. Please make sure that the referee is aware that we will be contacting them.

Please contact the Volunteer Coordinator or volunteer lead in the relevant service if you’ve any queries regarding the suitability of your referees.

|  |  |
| --- | --- |
| **Employer/Volunteer/Student Reference** | **Character/Personal Reference** |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **How do you know this person?** |  | **How do you know this person?** |  |
| **Address:** |  | **Address:** |  |
| **Telephone:** |  | **Telephone:** |  |
| **Email:** |  | **Email:** |  |

**Screening Questions**

|  |  |  |
| --- | --- | --- |
| 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:* |  |

**Application Questions**

Please answer the three application questions below, using no more than 500 words per answer.

|  |
| --- |
| Please tell us what you know about the service and why you would like to volunteer with us: |
|  |

|  |
| --- |
| Please tell us about any volunteering experience you have had in the past. Please give dates and places: |
|  |

|  |
| --- |
| Please share what you can offer in terms of skills, experience and personal qualities and how they meet the requirements mentioned in the volunteer role profile you are applying for (for example, mention any lived experience you may have): |
|  |

**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 |

**Data Security**

* Information from the application form, equal opportunities monitoring form and DBS disclosure 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.

**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 the equity, diversity and inclusion in our volunteering recruitment and management practices we kindly ask you to complete the online monitoring form using the link below.
* The monitoring form is **confidential and anonymous** and does not form part of your application form. If you do not wish to complete any part of the monitoring information you do not have to do so.

Please help us to ensure we have an inclusive approach to volunteer engagement and recruitment by completing our volunteer **Diversity Monitoring Form** using the link below:

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

**Declaration**

**Please sign 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.
* I also understand that a Disclosure and Barring Service Enhanced Disclosure will be obtained in the event of an offer of employment. The post is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings need to be disclosed, even if they would otherwise be regarded as ‘spent’ under the Act. Please give details of offences, penalties and dates on a separate sheet, including any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for the post.
* I confirm that I am not the subject of any investigation or proceedings by any regulatory body in relation to health/social care including any such body in another country.
* I confirm that I have not been disqualified or been subject to specified limitations following a fitness to practice investigation by a regulatory body, in the UK or another country.
* As part of this application, I give Inspire North permission to collect, retain and process information about me such as age, gender, ethnic origin. This information will only be used to allow the organisation to monitor compliance with the law and best practice in terms of diversity and equal opportunities.

**Please tick this box**   **to confirm you have read and agree to the above statements.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |

**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