

Application for Volunteering

CONFIDENTIAL APPLICATION FORM

Please refer to the **Volunteer Role Description** before completing this application form. Typing is best for us as the boxes will expand to take the text that you type in them.

Please email your completed application to Raise at:

Admin@raiseadvice.org.uk

Alternatively, you can post the completed application form to: Raise, Rotunda Heritage and Enterprise Hub, 107 Great Mersey Street, Liverpool, L5 2PL

SECTION A:

Personal information and address for correspondence

First name(s)	
Last name	
Date of Birth	
Address	
Postcode	
Telephone home	
Mobile	
Email	

We will normally contact you by email, however, if you would prefer to be contacted using another method please let us know here:

EMERGENCY CONTACT (Raise has an active health & safety policy – please state below the contact details of a person we can notify in the unlikely event you have an accident on our premises)

Name	
Address	
Postcode	
Phone number	
Mobile number	
Relationship	

Tell us why would you like to volunteer for Raise:

What skills and experience will you bring to the role?

Please read the volunteer role description, particularly the 'What are we looking for?' section. Tell us how you think your skillset would help you become a valuable member of the Raise team:

What jobs have you done (paid or voluntary) that makes you a good selection for this volunteer role?

References	
Please give below the name and address of a referee who can comment on your suitability for the role. These should not include relatives or purely personal friends. A referee could be your most recent employer or someone who knows you in a work related, voluntary, academic or professional capacity. Let us know if you need help completing this section.	
Referee 1	
Name:	
Address & Postcode:	
Telephone:	
Email:	
In which context does this referee know you?	

Criminal convictions

Please give details of any criminal convictions, which are not yet 'spent' under the terms of the Rehabilitation of Offenders Act 1974. If you have none or they are 'spent' please enter 'none'

All offences, other than sexual crimes against a child or vulnerable adult, will be treated on an individual basis taking into account issues such as the risk to the client, the circumstances of the offence (e.g. what it was, is it relevant to the volunteer role, how long ago it was) and the reputation to the organisation.

As your volunteer role develops at Raise, it may require us to perform a DBS check for you. We will notify you about this at the appropriate stage.

Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?	Yes / No
If YES please provide details of the offence and the date of conviction.	

Data Protection Act 1998 (GDPR 25 May 2018)

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 12 months after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially.

Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions. By signing or initialling this form I give my consent to sensitive personal information being recorded and stored by Raise.

Sign:	
Date:	

Thank you for completing this volunteer application form – we will contact you in the next 5 working days upon receipt of this form.

Declaration

By signing or initialling this form I declare the information given on this form is correct to the best of my knowledge.

Sign:	
Date:	

Equal opportunities

Please help us with our equal opportunities policy by completing this form. If you decide not to fill it in, it will not count against your application. If you don't want to answer one of the questions, just leave it blank

Confidential

It is our policy to encourage applications from under represented groups and to ensure that our selection procedures do not discriminate on grounds of race, disability, sex, religion, sexual orientation or HIV status.

To help with monitoring policy, and for this purpose only we would like you to complete this form. The information will be treated as confidential and will be separated from the volunteer application form before it is seen by the selection panel.

Role applied for:	New Horizons Volunteer	Date:	
-------------------	------------------------	-------	--

Gender: please indicate which gender you most identify with:

<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Transgender	<input type="checkbox"/> Nonbinary	<input type="checkbox"/> Other	<input type="checkbox"/> Decline to state
---------------------------------	-------------------------------	--------------------------------------	------------------------------------	--------------------------------	---

Ethnic Group - please indicate your ethnic group:

Asian or Asian British <input type="checkbox"/> Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> Nigerian <input type="checkbox"/> Somali <input type="checkbox"/> Any other Black background	Chinese or other ethnic group <input type="checkbox"/> Chinese <input type="checkbox"/> Gypsy <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Yemeni <input type="checkbox"/> Other (give details)	Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	White <input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> Other White
---	--	--	---	--

Disability

Do you have a disability? Yes_____ No _____

Sexuality - please indicate if you prefer to be described as:

<input type="checkbox"/> Gay / Lesbian	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Bisexual
--	---------------------------------------	-----------------------------------

Religion / belief - please indicate if you prefer to be described as:

<input type="checkbox"/> Atheist	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> Other
----------------------------------	-----------------------------------	------------------------------------	--------------------------------	---------------------------------	---------------------------------	-------------------------------	--------------------------------

Where did you hear about this volunteer role? _____

Thank you for completing this form. This information is confidential and is not part of the volunteer application process.