# Age UK East Sussex Logo CMYK UC.jpg

# Volunteer Application Form

Age UK East Sussex is committed to achieving a working volunteer environment which provides equality of opportunity, and freedom from discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious or political beliefs, age, sexual orientation or offending background.

## 1. Volunteer Role(s) Applying For

Please enter the volunteer role(s) you are interested in applying for. For more information on our current roles, please refer to our website or the attached appendix.

|  |  |
| --- | --- |
| Volunteer role(s) applying for |  |
| How/where did you hear about the role? |  |
| Please specify the days and times you would be able to spare to volunteer with us |  |

## 2. Personal Details

|  |  |
| --- | --- |
| Surname/family name |  |
| Preferred title |  |
| Preferred pronoun (e.g. him, her, they, etc.) |  |
| Forenames |  |
| Address |  |
| Contact number |  |
| E-mail address |  |
| Preferred contact method (e.g. mobile, e-mail etc.) |  |

## 3. Education and Training Details

Please list any skills or qualifications that will assist you in the volunteer role(s) you are applying for.

|  |
| --- |
|  |

## 4. Other Information in Support of your Application

This is an opportunity to draw attention to aspects of your career, interests or voluntary activities relevant to this post, which may give additional weight to your application.

|  |
| --- |
|  |

## 5. Car Owner/Driver

|  |  |  |
| --- | --- | --- |
| Do you possess a full driving licence? | Yes[ ]  | No[ ]  |
| Do you own/have use of a vehicle that you would be willing to use for volunteering? | Yes[ ]  | No[ ]  |

## 6. References

Please supply one reference. Normally, this would be your present or most recent employer, or a previous employer. If you have no previous employment, a reference from someone of a professional standing will be needed (this can include tutors, social workers, doctors or anyone else who may know you in a professional capacity). All offers of volunteering roles are subject to the receipt of a satisfactory reference.

|  |  |
| --- | --- |
| Name of referee |  |
| Position title of referee |  |
| Relationship with referee (e.g. for employer) |  |
| Length of time you have known the referee |  |
| Address of referee (e.g. Business address) |  |
| Referee contact number |  |
| Referee e-mail |  |
| Should we contact you before the referee is consulted? | Yes[ ]  | No[ ]  |

## 7. Confirmation of Details

I confirm that all the information in this application is correct to the best of my knowledge and that all the questions on this form have been accurately and fully answered. I give my consent for Age UK East Sussex to record, process and validate my personal information and sensitive personal data in line with the General Data Protection Regulations and all other legislative provisions. My consent is conditional upon Age UK East Sussex complying with its legal duties and obligations relating to the recording and use of this information.

|  |  |
| --- | --- |
| Your signature |  |
| Date |  |

## 8. Disclosure and Barring Service Check

To help ensure the safety and wellbeing of our clients, staff and volunteers, we run Disclosure and Barring Service (DBS) checks on potential volunteers for certain volunteer posts, which would require them to disclose certain information on any previous criminal record that they may hold. It is a process carried out to help organisations make more informed recruitment decisions about the suitability of those seeking to volunteer in positions of trust, particularly for work including regular contact with vulnerable adults.

Where the role applied for involves working with children or vulnerable adults in a position of trust as outlined by the DBS we are allowed by virtue of the Exceptions Order to the Rehabilitation of Offenders Act to request applicants to reveal their full criminal history (including ‘spent’ convictions) due to the nature of the duties and responsibilities of the position.

In assessing your suitability for a volunteer role Age UK East Sussex complies with the DBS Code of Practice, a copy of which can be obtained on request.

The Volunteer Role Description supplied will confirm whether a DBS check is required for the role for which you are applying.

|  |  |  |  |
| --- | --- | --- | --- |
| Would you agree to a DBS check if the role requires one? | Yes[x]  | No[ ]  | N/A[ ]  |

|  |  |  |
| --- | --- | --- |
| Do you have any unspent convictions? | Yes[ ]  | No[ ]  |

I certify to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, it may automatically disqualify me from the appointment or may render me liable to instant dismissal without notice.

|  |  |
| --- | --- |
| Your signature |  |
| Date |  |

## 9. Equal Opportunities Monitoring Form

We hope you will assist us by filling in this monitoring form. We are an equal opportunities employer in practice, which is why we want to monitor our recruitment processes. The information will be used for statistical purposes only and for no other purpose. It will be treated in strictest confidence. The data will not be taken into account in shortlisting because it is detached from the application form before the panel see it. If you prefer not to complete the form it will not affect your application.

|  |  |
| --- | --- |
| Date of birth |  |

As an employer who is positive about mental health Age UK East Sussex has signed up to the MINDFUL EMPLOYER Charter®. The Charter is a voluntary agreement which displays our commitment to recruiting, retaining and supporting staff and volunteers with mental health problems and of raising awareness of mental health in the workplace.

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to be disabled? | Yes[ ]  | No[ ]  |
| *If yes, please provide any information that you feel would be helpful for us to know about your disability so we can accommodate you better in the role if you are successful (e.g. sign language interpreter, level access etc.)* |

Please select the option that best describes your…

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gender | Male☐ | Female☐ | Other☐ | I do not wish to disclose☐ |
| Marital Status | Married☐ | Single☐ | Separated☐ | Divorced☐ | Widowed☐ | Prefer not to disclose☐ |
| Ethnic Origin | Asian/Asian British Bangladeshi☐ | Asian British Bangladeshi☐ | Asian/Asian British Pakistani☐ | Any other Asian Background☐ |
| Black/Black British African☐ | Black/Black British Caribbean☐ | Any other Black Background☐ |
| Mixed White and Asian☐ | Mixed White and Black African☐ | Mixed White and Black Caribbean☐ | Any other Mixed Background☐ |
| White British☐ | White Irish☐ | Any other White Background☐ |
| Chinese☐ | Any other Ethnic Group☐ | I do not wish to disclose☐ |
| Sexual Orientation | Lesbian☐ | Gay☐ | Bisexual☐ | Heterosexual☐ | I do not wish to disclose☐ |
| Religion/Belief | Atheism☐ | Buddhism☐ | Christianity☐ | Hinduism☐ | Islam☐ |
| Jainism☐ | Judaism☐ | Sikhism☐ | Other☐ | I do not wish to disclose☐ |