

# Volunteer Application Form



## PRIVACY NOTICE CONSENT TO STORING PERSONAL INFORMATION

The information gathered will help us to monitor the effectiveness of our service and is used in our annual evaluation, all data used is anonymous and can be viewed by you at any time.

We share this information with other CYC staff if they are to supervise you and require this to safeguard you if volunteering on a 1:1 basis.

All personal data supplied on the application form is subsequently stored on a computer and is subject to the provisions of the Data Protection Act 1984.

You can withdraw consent at anytime and can do this by emailing [alison.cammiss@york.gov.uk](mailto:alison.cammiss@york.gov.uk)

We destroy all personal information 2 years after you have finished volunteering with us.

**Please complete in capitals in black ink or type**

<b>Position Applied for</b>  You can tick one or multiple Volunteer roles	<b>Mentoring</b> <b>Appropriate Adult</b> <b>Community Panel Member</b> <b>Parent Mentor</b> <b>Early Years Groups</b> <b>Youth Groups</b> <b>Front of house Admin</b>
--	--

<b>How did you find out about this position?</b>	
--	--

<b><u>Personal Details</u></b>			
<b>Surname</b>			
<b>Forename</b>			
<b>Address</b>			
<b>Tel. (day)</b>		<b>Tel. (evng)</b>	

<b>Mobile</b>		<b>Email</b>	
<b>Are you over 18 years of age (20 for youth justice)?</b>		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Do you have a current full UK driving licence</b>		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Do you have access to a vehicle for volunteer purposes</b>		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Do you consider yourself to have disability</b>		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Would the provision of any aids or modifications assist you in carrying out the duties of the post ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Please specify</b> Do you require any special provision if invited for interview <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Please specify</b>			

<b>Availability</b>	
<b>Are you willing to commit to the scheme for a year?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>How many hours a week can you spare?</b>	
<b>Where did you see this post advertised?</b>	

### Employment History

<b>Current or last employment if not currently employed</b>	
<b>Job title</b>	
<b>Name &amp; address of employer</b>	
<b>Date of employment</b>	<b>Date of leaving</b>
<b>Give brief description of your major duties and responsibilities</b> <b>If you are currently not working give details of how you spend your time</b>	

<b>Previous Employment &amp; Voluntary/Unpaid Activities</b>	
<b>From – To</b> Most recent 1st with no gaps	<b>Job title, organisation, duties, etc</b>

--	--

<b>Education, Training &amp; Qualifications</b>	
<b>Dates</b>	<b>Details</b>

**Continue on separate sheet if necessary**

<b>Give details of any experience that is relevant to the area of the service you are interested in.</b>

**Please give details of why you are interested in becoming a Volunteer?**

**Please give details of any skills / experience / qualities you have that would be useful in engaging with young people (please include any verifiable previous training).**

**References**

Please give names and addresses of two people, not relatives, who can comment on your suitability for this post. One should be your current or most recent employer or person who has known you in a professional capacity for a period of **two years or more**.

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Email:</b>	<b>Email:</b>
<b>Relationship:</b>	<b>Relationship:</b>

<b><u>Declaration of previous offences</u></b>		
<i>Due to the nature of the work all applicants will have an enhanced DBS. Previous offending does not automatically preclude you from becoming a volunteer however we would need you to be a year out of the CJS before we can accept your application.</i>		
<b>Do you have a criminal record?</b>	<b>Yes</b>	<b>No</b>
<b>If 'Yes' please give details below</b>		
<i>Please also include spent convictions, cautions, reprimands warnings or appearances pending</i>		

<b><u>Declarations</u></b>	
I declare the information given on this application is to the best of my knowledge true and complete and that I am willing to undergo a DBS check.	
<b>Signed</b> .....	<b>Date</b> .....

<p><b>Please return this form in an envelope marked 'confidential' to:</b></p> <p>Alison Cammiss  Youth Offending Team  City of York Council  West Offices  Station Rise  York YO1 6GA</p>
--

## CONSENT TO STORING PERSONAL INFORMATION

City of York Council is committed to a policy of equality and procedures have been designed to avoid the possibility of discrimination at each stage of the recruitment process

As part of this you are asked to complete the following questionnaire

Volunteer opportunity you have applied for :

Are you: Male  Female

Marital Status: Married  Separated/Divorced  Single  Other

Do you care for dependants: Children  Elderly  Disabled  Other

Date of Birth \_\_\_ / \_\_\_ / \_\_\_\_ Age

Do you consider yourself to have a disability? Yes  No

How would you describe your Ethnic Origin? (please tick)

N.b. This is not a question about place of birth.

Black/Caribbean  Black/African  Black Other

Indian  Bangladeshi  Pakistani

Chinese  White  Other (please specify) \_\_\_\_\_

Where did you see this opportunity advertised?

## Equality Statement

“In creating a future for York that respects and builds upon its unique traditions and heritage, the Council will work with and for the people of York to ensure that everyone has the opportunity to lead a full, healthy and satisfying life.” (City of York Council Mission Statement)

Whether you are a citizen, employee, volunteer or visitor the Council promises to:

- Treat you with respect and courtesy
- Encourage you to express your views
- To listen to these views and respond to them
- Respect the fact that people are different and respond to their diverse needs
- Work to prevent and eliminate all forms of discrimination
- Respect and understand the rights of the individuals and the communities in which they live
- Review and monitor these promises with you

**This tear page will not be seen by those responsible for short-listing/interviewing**

# Volunteer Availability



Name .....

In order to provide the best service to young people we aim to have a wide spread of availability. Please complete the information below to give us an early indication of the times you are likely to be available for volunteering. There are no right or wrong times to be available.

For each day please strike out the hours you are **not** available to for volunteering due to work or other regular commitments.

Monday				Tuesday				Wednesday				Thursday				Friday				Saturday				Sunday							
7	8	9	10	7	8	9	10	7	8	9	10	7	8	9	10	7	8	9	10	7	8	9	10	7	8	9	10	7	8	9	10
11	12	13	14	11	12	13	14	11	12	13	14	11	12	13	14	11	12	13	14	11	12	13	14	11	12	13	14	11	12	13	14
15	16	17	18	15	16	17	18	15	16	17	18	15	16	17	18	15	16	17	18	15	16	17	18	15	16	17	18	15	16	17	18
19	20	21	22	19	20	21	22	19	20	21	22	19	20	21	22	19	20	21	22	19	20	21	22	19	20	21	22	19	20	21	22

For example if you are not available from 9am – 10am strike out **9**

Any further information regarding availability: