

PRIVATE & CONFIDENTIAL
 Volunteer Application Form

Personal Details

Family Name..... First Name..... Mr/Mrs/Ms/Miss

Address

..... Postcode

Telephone number (day) (Evening)

E-mail Address

What areas would you like to volunteer in? (Please tick all that apply)
 Further information on roles can be obtained from www.uhbristol.nhs.uk, follow the links to Work for us and then volunteering.

- Cancer Information & Support Centre Volunteer (Bristol Haematology and Oncology Centre)
- Meet & Greet / Wayfinder

Why would you like to do voluntary work at University Hospitals Bristol?

Please use this space to let us know why you are applying to do voluntary work here. Please include experiences and skills or leisure interests and activities that you feel are relevant. Please detail any community languages you speak. (Continue on a separate sheet if necessary)

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Your availability for volunteering

Please tick **all** the times you might be available to do voluntary work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

What are your preferred hours and days of the week for volunteering?

.....

How often would you be able to commit to these hours?

Every week

Every fortnight

Monthly

When could you start volunteering?.....

How long do you think you may be able to volunteer for?.....

Further information about you

Please give details of **all** work, study and voluntary work you have done in the past 3 years – with dates. If you are at school or college, please give its name and the qualifications you are studying for. If you have been unemployed or not worked because of illness, childcare responsibilities etc, please also mention this here with dates. If you have a CV which you would like to submit, please attach it to this form. (Continue on a separate sheet if necessary)

EMPLOYMENT HISTORY (If Applicable)

Please record below the details of your employment covering at least the last 3 years.

Employer's name and address (current/most recent employer first)	Dates		Job title of post held	Reason for leaving
	From	To		

Description of duties and responsibilities you have undertaken

EDUCATIONAL DETAILS

Please include in this section all education during at least the last 3 years plus other qualifications which may be relevant for volunteering.

School, College, University	Dates	Qualifications gained/studying	Grade

	From	To		
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TRAINING COURSES ATTENDED

Please include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking.

Course Title	Training Provider	Duration	Date Completed

VOLUNTARY WORK

Please include in this section details of any voluntary work you are currently doing or have done in the past.

Name of organisation	Dates		Volunteering activities undertaken
	From	To	

References

Please give details of at least 2 people who have agreed to supply references covering the last 3 years and who can comment on your suitability for voluntary work within the Trust. If you are working or have worked until recently, one referee needs to be your manager. If you are a student please provide contact details of a teacher/tutor at your school, college or university. If you have not been in employment for a considerable amount of time but have had previous

employment, then you should seek one reference from your last known employer and a personal reference from a person from your Church or community, other voluntary work you may have done. References from family members are not acceptable.

Referee 1	Referee 2
Name	Name
Address	Address
Telephone	Telephone
Email address	Email address
Date known fromTo.....	Date known fromTo.....
Relationship.....	Relationship.....

Declaration

The Trust expects you to have had the experience and qualifications you have stated on this form. I understand that any voluntary work offered to me is subject to a criminal record check and health clearance. I certify that the information I have given is correct and understand that any misleading statements or deliberate omissions could result in my dismissal.

I also understand that the information I have given may be entered on a computer under the terms and conditions of the Data Protection Act 1984 and will be treated in a secure and confidential manner.

I agree to the above declaration

Signature		
Name	(please print)	Date

Are you related to a current employee of the Trust? **YES / NO.** If yes, please give details

.....

Returning this Volunteer Application Form

Please return to: Voluntary Services Manager
 Voluntary Services
 Trust Headquarters
 Marlborough Street
 Bristol BS1 3NU

MONITORING INFORMATION

This section will be separated on receipt of the application form and will be for monitoring purposes only. NHS Organisations recognise and actively promote the benefits of a diverse volunteering team and are committed to treating all volunteers with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> I do not wish to disclose this <input type="checkbox"/> Female

Race relations (Amendment) Act 2000

I would describe my ethnic origin as:		
Asian or 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 Caribbean <input type="checkbox"/> Any other Black background	Mixed <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other Mixed background White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	Other Ethnic Group <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish to disclose this

Employment Equality Regulations 2003

Please select the option which best describes your sexuality		
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual <input type="checkbox"/> I do not wish to disclose this	
Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Islam	<input type="checkbox"/> Jainism <input type="checkbox"/> Sikhism <input type="checkbox"/> Judaism	<input type="checkbox"/> Hinduism <input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this

Disability Discrimination Act 1995

The Disability Discrimination Act protects disabled people. This includes people with long-term health conditions. If you tell us that you have a disability we can make reasonable adjustments to where you may be placed, your placement arrangements and at interview.

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> I do not wish to disclose this information <input type="checkbox"/> No
Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.	
<input type="checkbox"/> Physical Impairment <input type="checkbox"/> Sensory Impairment <input type="checkbox"/> Mental Health Condition	<input type="checkbox"/> Learning Disability/Difficulty <input type="checkbox"/> Long-standing illness <input type="checkbox"/> Other

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

Before you can be considered for volunteering with the NHS we need to be satisfied about your character and suitability.

The NHS aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation or age. The NHS undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

Have you any unspent criminal convictions or bindovers, or any cautions, warnings or reprimands?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details	

If you are applying for a post involving access to persons in receipt of health services, your offer of a voluntary placement may be subject to a satisfactory disclosure from the Criminal Records Bureau. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of a voluntary placement.