APPLICATION FOR VOLUNTEERS REGISTER PART 1

Name:

Address:

Telephone/Mobile:

National Insurance (NI) Number:

Email:

In case of an emergency:

Name:

Telephone/ Mobile:

Relationship:

Is there a particular type of volunteering role that interests you? Please tick as many areas you feel appropriate.

Examples:

☐ Service User/Carer involvement on staff interview panels
☐ Administrative Tasks
☐ Working with individuals
☐ Sit on interview panels
☐ Befriending, buddying and visiting Service Users
☐ Activities on wards and in community settings
☐ National emergencies or incidents
☐ Shop Volunteer
☐ Home visiting/shopping
☐ Other – please specify
Please outline your availability to volunteer:

<table>
<thead>
<tr>
<th>Availability</th>
<th>Morning</th>
<th>Afternoon</th>
<th>Evening</th>
<th>Other please specify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
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<td>Tuesday</td>
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<tr>
<td>Sunday</td>
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</table>

Please indicate how often/length of time you will be able to volunteer:

On-going  Fixed Period (State length of time)

Please describe any skills that you have, that you would like to use in a volunteering role.

Please describe any special requirements you may have that would impact on the activities e.g. difficulties with stairs etc.
REFERENCES FOR VOLUNTEERS PART 2

Reference 1
Name and address:

Telephone:

Email:

Relationship:

Reference 2
Name and address:

Telephone:

Email:

Relationship:

N.B. Volunteers in receipt of benefits are advised to declare their voluntary activity to Jobcentre Plus.

I apply to be included on the Trust’s volunteer register and understand that:

- An Occupational Health check will be made about me
- A Disclosure & Barring Service check might be made about me

I authorise the Trust to make whatever background checks they feel necessary about this application.

Applicant’s signature: ___________________________ Date: ____________________
MONITORING INFORMATION

Name:

This section of the form will be detached from your file. The information collected will only be used for monitoring purposes in an anonymised format and will help the organisation analyse the profile and make up of applicants and appointees to jobs in support of their equal opportunities policies.

NHS organisations recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We therefore welcome applications from all sections of the community.

* Date of Birth:

* Gender:

☐ Male  ☐ Female

☐ I do not wish to disclose this

Equality Act 2010

* I would describe my ethnic origin as:

<table>
<thead>
<tr>
<th>Asian or Asian British</th>
<th>Mixed</th>
<th>Other Ethnic Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Bangladeshi</td>
<td>☐ White &amp; Asian</td>
<td>☐ Chinese</td>
</tr>
<tr>
<td>☐ Indian</td>
<td>☐ White &amp; Black African</td>
<td>☐ Any other ethnic group</td>
</tr>
<tr>
<td>☐ Pakistani</td>
<td>☐ White &amp; Black Caribbean</td>
<td>☐ I do not wish to disclose this</td>
</tr>
<tr>
<td>☐ Any other Asian background</td>
<td>☐ Any other mixed background</td>
<td></td>
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<tr>
<td>Black or Black British</td>
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<tr>
<td>☐ African</td>
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<tr>
<td>☐ Caribbean</td>
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<tr>
<td>☐ Any other Black background</td>
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</table>

White

☐ British

☐ Irish

☐ Any other White background
* Please select the option which best describes your sexual orientation:

- Lesbian
- Gay
- Bisexual
- Heterosexual
- I do not wish to disclose this

* Please indicate your religion or belief:

- Atheism
- Buddhism
- Christianity
- Islam
- Jainism
- Sikhism
- Judaism
- Hinduism
- Other
- I do not wish to disclose this

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

* Do you consider yourself to have a disability?

- Yes
- No
- I do not wish to disclose this information

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’.

- Physical Impairment
- Disability/Difficulty
- Sensory Impairment
- Mental Health Problem
- Learning
- Long-standing illness
- Other
Volunteer Recruitment Process

Volunteers make a huge impact and are a priceless asset to EPUT. Any help you can give is very beneficial to our service users and patients.

The Trust Volunteer Team is here to guide and support you through the whole process of becoming a volunteer for EPUT. For any queries please contact epunft.businesssupport.volunteering@nhs.net

<table>
<thead>
<tr>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>Application form completed online or paper format for completion.</td>
</tr>
<tr>
<td>Application received, acknowledgment sent to applicant. Trust</td>
</tr>
<tr>
<td>Volunteering Team (TVT) tries to match a role if not already identified.</td>
</tr>
<tr>
<td>TVT requests references supplied by the applicant.</td>
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<tr>
<td>TVT set up an informal meeting between the supervisor of the role and</td>
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<tr>
<td>the applicant once references have been verified.</td>
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<tr>
<td>Once meeting has taken place, the applicant will complete a</td>
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<tr>
<td>Confidentiality Form, Volunteer Agreement Form and Model Declaration.</td>
</tr>
<tr>
<td>The applicant will be sent links and log in details to the DBS and Occupational Health portal. The applicant will have to show original identification.</td>
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<tr>
<td>DBS and Occupational health clearances received by TVT</td>
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<tr>
<td>TVT to update applicant on progress</td>
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<tr>
<td>Volunteer Induction and Safeguarding training packs sent to applicant for completion and return.</td>
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<tr>
<td>Photograph of applicant provided for ID badge to be made.</td>
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<tr>
<td>TVT informs supervisor of clearance. Supervisor to arrange start date with the applicant and inform TVT of start date.</td>
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<tr>
<td>Newly recruited volunteer receives Volunteer Welcome Pack including volunteer pin and (Volunteer) ID badge.</td>
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</tbody>
</table>