Volunteer Application Form

Please complete the below application form and email it to [admin@lancashiremind.org.uk](mailto:admin@lancashiremind.org.uk), please include the volunteer role title you are applying for in the subject title. If you wish to post your application, please post it to:

Jade Gregory-Haselden,

Lancashire Mind,

80-82 Devonshire Road,

Chorley,

Lancashire,

PR7 2DR.

The deadline for this round of applications and important dates can be found in the recruitment pack for the volunteer role you’re applying for.

Lancashire Mind values the time of our potential volunteers and truly appreciates the time taken to complete this application form. Whilst we have a number of opportunities, we may not be able to offer a role to everyone who applies but there may be future opportunities and we can keep your details to consider you for other roles. We will contact you to let you know if you’re not being invited for the informal interview on this occasion and to tell you about future opportunities.

Lancashire Mind is an equal opportunities employer and welcomes applications from all sections of the community, particularly people with a lived experience of mental health.

**Privacy Statement:** we need to collect the information below to assist with our volunteer recruitment process. Lancashire Mind takes your privacy seriously. We process all data in accordance with the Data Protection Act 2018. Any personal information collected will be stored and processed exclusively for the purposes of volunteer recruitment. None of the personal information you provide below will be passed on to any third party. Your details will be kept no longer than necessary, up to a maximum of 12 months for all applicants and for the duration of your volunteering. You have the right to access any of the personal information Lancashire Mind may hold about you. To make a Subject Access Request or to request that your information be destroyed, please contact admin@lancashiremind.org.uk. For our full privacy policy please visit http://www.lancashiremind.org.uk/privacy-policy/

Section A

Post applied for:

Personal details:

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Surname: | | First name(s): |
|  |  | |  |
| Date of birth: | |  | |
| Home address: | |  | |
| Postcode: | |  | |

Telephone numbers:

|  |  |  |
| --- | --- | --- |
| Home |  | |
| Mobile |  | |
| Work |  | |
| Email address: |  | |
| Would you like to opt-in to the Lancashire Mind mailing list?  Mailings are sent by email and include job vacancies, volunteer opportunities and general updates about our activities and events. You can unsubscribe from the mailing list at any time. | | Yes / No |

|  |  |
| --- | --- |
| Do you currently work or volunteer for Lancashire Mind? | Yes / No |

|  |  |
| --- | --- |
| Do you consider yourself to have a disability or long-term health condition that requires reasonable adjustments during the selection process or for volunteering? | Yes / No |
| If yes, please give details here, of anything we can reasonably do to assist you: | |
|  | |

Section B

Post applied for:

|  |
| --- |
| Please use this space to explain how your skills and experience fit the role description. You can continue on a separate sheet and enclose/attach a CV if you wish to do so. |
|  |
| Please tick your availability to volunteer. (Please note that evenings and weekends will not be regular volunteering days). |
| |  |  |  |  | | --- | --- | --- | --- | |  | Morning | Afternoon | Evening | | Monday |  |  |  | | Tuesday |  |  |  | | Wednesday |  |  |  | | Thursday |  |  |  | | Friday |  |  |  | | Saturday |  |  |  | | Sunday |  |  |  | |

Section C

Post applied for:

Criminal Record

This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

The position you are applying for involves contact with vulnerable adults and children and is therefore exempt from the Rehabilitation of Offenders Act 1974. For these positions you are not entitled to withhold information about any criminal convictions, including any that are considered ‘spent’.

|  |  |
| --- | --- |
| Do you have any criminal convictions? | Yes / No |
| If you have answered yes, please record the date of conviction, court name, nature of offence and sentence imposed in a separate document and attach along with your application (if posting, enclose with your application in a separate sealed envelope).  Please note: this document will only be viewed if you are short listed | |

References

Please give the name and contact details of TWO referees who can comment on your experience and your suitability to volunteer with Lancashire Mind. Ideally these should be people you have worked for (either as a volunteer or as an employee) and neither should be a relative.

|  |  |  |
| --- | --- | --- |
|  | Referee One | Referee Two |
| Full Name: |  |  |
| Relationship to you: |  |  |
| Organisation: |  |  |
| Address: |  |  |
| Email: |  |  |
| Tel: |  |  |

Declaration

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a volunteer offer or dismissal.

|  |  |
| --- | --- |
| Full Name: |  |
| Signature: | Date: |

Section D

Equal Opportunities Monitoring Form

Lancashire Mind is an equal opportunities employer. The following information will be treated confidentially and will assist in monitoring Lancashire Mind’s Equal Opportunities Policy. The information will not be available to the selection panel, nor form any part of the selection process.

|  |  |
| --- | --- |
| Post applied for |  |
| How did you hear about this vacancy? |  |
| First part of your postcode, e.g. PR7 |  |

**Ethnic origin**

These categories reflect the guidelines provided by the Commission for Racial Equality. Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| White | | Black | | |
|  | British |  | Caribbean | |
|  | Irish |  | African | |
|  | Any other White background |  | Any other Black Background | |
| Asian or British Asian | | Mixed | | |
|  | Indian |  | White & Black Caribbean | |
|  | Pakistani |  | White & Black African | |
|  | Bangladeshi |  | White & Asian | |
|  | Any other Asian background |  | Any other mixed background | |
| Chinese or Other Chinese | |  | Other Ethnic Origin | |
|  | Chinese |  | Prefer not to say | |
|  | Any other Chinese Background |  | | |
| If you selected any of the “other” categories, please specify how you would further describe your ethnic origin | | | |  |

**Gender**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Male |  | Female |  | Non-binary |  | Prefer not to say | Prefer to self-describe: |  |

**Gender Identity:** is your gender identity the same as the gender you were assigned at birth?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | Prefer not to say |

**Age**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 16-24 |  | 25-29 |  | 30-34 |  | 34-39 |  | 40-44 |  | 45-49 |
|  | 50-54 |  | 55-59 |  | 60-64 |  | 65+ |  | Prefer not to say | | |

**Sexual Orientation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Straight/heterosexual |  | Gay woman/lesbian |  | Prefer not to say |
|  | Gay man |  | Bisexual |  | Other |

**Religion**

|  |
| --- |
| How would you describe your religion or belief? (e.g. Buddhist, Christian, Hindu, Jewish, Muslim, Sikh, agnostic, none, other, prefer not to say) |
|  |

**Disability:** do you consider yourself to be a person with a disability?

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | Prefer not to say |

**Dependants:** do you have children under 18 or act as the main carer for a friend or family member?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | Prefer not to say |

The next step…

Thank you for your interest in volunteering for Lancashire Mind. We will be in touch shortly to confirm if you have been selected to attend the informal interview.

Please note that the interview stage is very informal. You will be asked a few questions about why you’re interested in volunteering and then some more in-depth role specific questions. Please feel free to prepare any questions you have for us and we will answer them as accurately as possible.

We look forward to meeting you!



Lancashire Mind

80-82 Devonshire Road

Chorley

Lancashire

PR7 2DR

01257 231660

admin@lancashiremind.org.uk

www.lancashiremind.org.uk

Registered Charity Number 1081427

Registered Company Number 3888655