

**VOLUNTEER APPLICATION FORM**

Please complete all sections and continue on a separate sheet if necessary

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| **1** | **PERSONAL DETAILS** | |
|  | **Title:** | Dr / Mr / Mrs / Miss / Ms / Other: ………. (delete as appropriate) |
|  | **Surname:** |  |
|  | **Forename(s):** |  |
|  | **Address:** |  |
|  | **Telephone:** |  |
|  | **E-mail Address:** |  |
|  | **Date of Birth:** |  |
|  | **NI Number:** |  |
|  | **Driving License & Own Vehicle:** | Yes / No ………(delete as appropriate)  Yes / No .......... (delete as appropriate) |

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| **2** | **HOW DID YOU HEAR ABOUT LLAMAU’S VOLUNTEERING OPPORTUNITIES?** |
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| **3** | **AREA YOU WISH TO VOLUNTEER** |
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| **4** | **ANY PARTICULAR INTERESTS** |
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| **5** | **HOW MUCH TIME ARE YOU WILLING TO COMMIT EACH WEEK?** | |
|  | **Total Hours:** |  |
|  | **Which Days:** |  |
|  | **Which Times:** |  |

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| **6** | **WHAT ARE YOUR MOTIVATIONS FOR VOLUNTEERING? E.G. WORK EXPERIENCE** |
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| **7** | **WHAT DO YOU WANT TO GAIN FROM VOLUNTEERING?** |
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| **8** | **WHAT ARE YOUR PARTICULAR SKILLS/STRENGTHS AS AN INDIVIDUAL?** |
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| **9** | **DO YOU HAVE ANY PARTICULAR INTERESTS THAT YOU WOULD LIKE TO SHARE? E.G. COMPUTER SKILLS, ARTS & CRAFTS, SPORTS** |
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| **10** | **PLEASE TELL US ABOUT YOUR WORK/VOLUNTEERING HISTORY** | | |
|  | **Dates** | **Employer** | **Nature of Work** |
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| **11** | **QUALIFICATIONS/TRAINING COURSES** |
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| **12** | **REFEREES***(All our volunteer placements are subject to at least two satisfactory references. Please supply the names, addresses and telephone number of two referees who could be contacted to support your application, preferably people who know you from a recent work or voluntary setting. We may also contact additional referees from relevant agencies or previous employers).* | |
|  | **Name** |  |
|  | **Address:** |  |
|  | **Telephone:** |  |
|  | **Email:** |  |
|  | **How do they know you:** |  |
|  | **How long have they known you:** |  |
|  | **Name:** |  |
|  | **Address:** |  |
|  | **Telephone:** |  |
|  | **Email:** |  |
|  | **How do they know you:** |  |
|  | **How long have they known you:** |  |

**Re: Data Protection:** This application form will be kept in a paper based filing system and details from it may be recorded on computer. The purpose of this is to have a record of contact details for everyone and also to produce statistics on volunteering for our Board of Trustees and Funders. You may have access to your personal records on request at any time.

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| **13** | **DECLARATION** | |
|  | **I accept that information contained in this form may be used as described above and I confirm that the information given in this application is correct.** | |
|  | **Signature of Applicant:** | **Date:** |

**Please send your completed application form to:-**

**katievawdrey@llamau.org.uk**

## **Diversity Monitoring Form**

Llamau are committed to equality of opportunity for all applicants and employees and ensures that no individual receives less favourable treatment on any of the protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

As part of this commitment we collect monitoring data on all applicants for our roles. This monitoring form is voluntary, but the information we collect is very useful in helping us to ensure we are inclusive in our advertising and recruitment.

This form will be detached from the application form or CV before the short listing and interview process begins and will not be available to the selection panel.

The information you provide on this form will only be used for statistical monitoring except in the case of disability where it may be used to identify reasonable steps we can take to assist you through the selection process, if applicable. Recording of data will be anonymous and this form will be destroyed no later than 12 months after the role closes.

If you are successfully appointed to the post for which you are applying, your data will be provided to the employer to be kept on your employment profile and only be accessible by yourself and relevant members of the HR team.

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| **Gender:** Which of the following best describes your gender?FemaleMalePrefer not to sayIf you prefer to use your own term, please provide it here: | **Trans status:** Do you identify as trans or have a trans history?YesNoPrefer not to sayIf you prefer to use your own term, please provide it here: |
| **Sexual Orientation:** Which of the following best describes your sexual orientation?BiGay or LesbianHeterosexual/straightPrefer not to sayIf you prefer to use your own term, please provide it here: | **Disability:** Do you consider yourself to be disabled?YesNoPrefer not to sayIf yes, please state the nature of the disability: |
| **Ethnicity:**ArabAsian or Asian BritishBangladeshiChineseIndianPakistaniOtherBlack or Black BritishAfricanCaribbeanOtherMixed or Multiple Ethnic GroupsWhite/AsianWhite/Black AfricanWhite/Black CaribbeanOtherWhiteWelsh/English/Scottish/Northern Irish/BritishIrishGypsy or Irish TravellerOtherPrefer not to sayIf other ethnic group, or if you would prefer to use your own definition, please specify: | **Religion or Belief:**BuddhistChristianHinduJewishMuslimNon-religious (Atheist, Humanist etc.)OtherSikhPrefer not to sayIf you prefer to use your own definition, please provide it here: |
| **Do you speak Welsh or any other languages?**WelshNonePrefer not to sayAdditional languages (not listed above): |
| **What pronouns should we use for you?**He / HimHer / SheThey / ThemIf you prefer to use your own terms, please specify: |

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| **DISABILITY** |
| **Do you have a disability?** Yes  No  If yes, please state the nature of the disability:  ­­­­­­­­­­­­­­­­­­  *The Equality Act makes it unlawful to discriminate against a disabled person. It defines a disabled person as an individual who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out their normal day-to-day activities. Long term is defined as a minimum period of 12 months. This definition may include, but is not restricted to, those who have previously been registered as disabled.* |

**Disclosure of Criminal Convictions Form**

We value the diversity of our staff and welcome applications from people within all of the communities that we deliver our services within. Due to the nature of our work, most of our positions involve staff working with or being responsible for vulnerable adults and vulnerable children.

This post is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are required to declare any convictions that you have even if they are deemed as ‘spent’ under the Act. Llamau will only take into account convictions, cautions and reprimands which it considers to be relevant to the post being applied for and in the context of the environment in which it operates.

Please contact us immediately, if after you complete this form you are cautioned, arrested or are investigated for any criminal acts and/or charged with an offence.

Job offers are subject to the receipt of a satisfactory enhanced DBS certificate. All DBS checks are processed and managed by the Human Resource Department. Only recruiting managers and the PPD team view the content on the forms.

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| Post you are applying for: | Post reference no: | |
| Name: | | |
| I have a current Enhanced DBS Certificate | | |
| I am registered with the online Update Service | | |
| Are you currently under any criminal investigations | | Yes  No |
| If yes, please give details: | | |
| I have no criminal convictions, cautions or reprimands to declare | | |
| I have criminal convictions, cautions or reprimands to declare, please state: | | |
| I have no unspent convictions to declare | | |
| I have unspent convictions to declare, please state: | | |

I certify that the information given on this form is accurate. I understand that should any false statements or omissions be made, this may lead to any subsequent offer of employment being withdrawn /or dismissal if I have commenced in post.  I also consent to attending a pre-employment risk assessment if my DBS disclosure identifies any information Llamau may wish to discuss with me.

Signed:      ………………………………………… Dated:      ……………………………