

**PRIVATE & CONFIDENTIAL**

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# Volunteer Application Form

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| Volunteer role applying for, if known:  |

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| PERSONAL DETAILS |

|  |  |
| --- | --- |
| Title: First Name: | Surname: |
| Home Address: | Post Code: |
| Home Telephone: | Mobile Telephone: |
| Email Address: |  |
| Date of Birth: | National Insurance Number: |
| ICE contact name: | ICE telephone number: |
| ICE address: |  |

ICE = In case of emergency

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| EMPLOYMENT AND EDUCATION |

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| Employment status[ ] Full time [ ] Part time [ ] Self employed[ ] Unemployed [ ] Student/Training [ ] Primary carer[ ] Sick/incapacity [ ] Retired [ ] Other |
| Are you in full time education? If so, where? |
| If employed, please give your current job role and place of work.If retired, please give your previous job role and place of work. |

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| VOLUNTEERING |

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| How did you find out about volunteering? |
| What volunteering role(s) are you interested in? |
| Please state below your reasons for wanting to volunteer. |
| Please give details of any previous volunteering you have done. |
| What skills do you think you could bring to this role? |

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| AVAILABILITY |

Please advise when you would be available to volunteer. This will provide an indication only. Rotas will be agreed with you on a weekly basis.

|  |  |  |
| --- | --- | --- |
|  | Morning | Afternoon |
| Monday  | [ ]   | [ ]   |
| Tuesday  | [ ]   | [ ]   |
| Wednesday  | [ ]   | [ ]   |
| Thursday  | [ ]   | [ ]   |
| Friday  | [ ]   | [ ]   |
| Saturday | [ ]   | [ ]   |
| Sunday  | [ ]   | [ ]   |

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| REFERENCES |

Please give the name, address and if possible an email address, of two referees who we can approach and who have agreed to supply a reference; they need to have known you for a minimum of 3 years. We cannot accept references from family members, however a character reference is suitable, please contact us if you have any questions. Please use **CAPITAL LETTERS**

|  |  |
| --- | --- |
| Name: | Address: |
| Post Code: | Telephone Number: |
| Email Address: | **Date known from** **To**  |
| Relationship: |  |

|  |  |
| --- | --- |
| Name: | Address: |
| Post Code: | Telephone Number: |
| Email Address: | **Date known from** **To**  |
| Relationship: |  |

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| CONFIDENTIALITY  |

Confidential nature of hospital work

Volunteers are reminded that information relating to patients is **strictly confidential** and **MUST NOT** be divulged or discussed inside or outside of the hospital. Any breech in confidentiality may result in termination of the volunteer post.

No clinical information including dates of attendance at the hospital etc. should ever be released.

Declaration

I have read the above and fully understand my responsibilities regarding confidentiality.

I understand that any breach of confidentiality may result in the termination of my position as a volunteer.

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| Full Name: (PRINT BLOCK LETTERS) |  |
| Signature:  | Date:  |

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| DISCLOSURE OF CRIMINAL BACKGROUND, POLICE CHECK (DISCLOSURE) |

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

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 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.

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 or belief, disability, sexual orientation and age. The NHS undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

If you are applying for a placement involving access to persons in receipt of health services, your offer of a 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 placement.

All individuals applying for positions which involve ‘regulated activity’ are required to have a standard criminal record check and, where appropriate to the role, this check will also include any information which may be held against the barred lists for working with children and/or adults.

The full definition of ‘regulated activity’ is defined in full under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012) which came into force on 10 September 2012.

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| Are you currently bound over or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country? |
| [ ]  Yes [ ]  No  |
| If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. Please note: you do not need to tell us about parking offences. |
|   |
| Has your name ever appeared on the Protection of Children's List or have you ever been referred to the Independent Safeguarding Authority (ISA) for consideration of barring against the Children's List? |
| [ ]  Yes [ ]  No  |
| Has your name ever appeared on the Protection of Vulnerable Adults List or have you ever been referred to the Independent Safeguarding Authority (ISA) for consideration of barring against the Vulnerable Adults List? |
| [ ]  Yes [ ]  No  |

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

To protect certain vulnerable groups within society, there are a number of posts within the NHS that are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended). As the post you have applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants for such posts are not entitled to withhold any information about convictions or other relevant criminal record information which for other purposes are “spent” under the provisions of the Act. If you are successful with this application, any failure to disclose such information could result in dismissal or disciplinary action. Any information will be confidential and will be considered only in relation to posts to which the order applies.

All individuals applying for positions which involve ‘regulated activity’ are required to have a standard criminal record check and, where appropriate to the role, this check will also include any information which may be held against the barred lists for working with children and/or adults.

The full definition of ‘regulated activity’ is defined in full under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012) which came into force on 10 September 2012.

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| Full Name: (PRINT BLOCK LETTERS) |  |
| Signature:  | Date:  |

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| EQUAL OPPORTUNITIES MONITORING INFORMATION |

This section will be separated on receipt of the application form and will be for monitoring purposes only. North Bristol NHS Trust recognises and actively promotes the benefits of a diverse workforce and are committed to treating all employees 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.

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|  I would describe my ethnic origin as:Asian or Asian British[ ]  Bangladeshi [ ]  Indian[ ]  Pakistani[ ]  Any other Asian backgroundBlack or Black British[ ]  African[ ]  Caribbean[ ]  Any other Black backgroundMixed[ ]  White & Asian[ ]  White & Black African[ ]  White & Black Caribbean[ ]  Any other mixed backgroundOther Ethnic Group[ ]  Chinese[ ]  Any other ethnic group[ ]  I do not wish to disclose this White[ ]  British [ ]  Irish[ ]  Any other White background |

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| 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.

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|  \* 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 [ ]  Learning Disability/Difficulty[ ]  Sensory Impairment [ ]  Long-standing illness [ ]  Mental Health Problem [ ]  Other  |

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| DECLARATION |

North Bristol NHS Trust expects all information provided on this application to be true and correct.

I understand that any voluntary work offered to me is subject to DBS 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 application being withdrawn or the termination of my position as a volunteer.

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.

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| Full Name: (PRINT BLOCK LETTERS) |  |
| Signature:  | Date:  |

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| Please return your application form to: Volunteer.Services@nbt.nhs.uk Or post to: North Bristol NHS Trust, Voluntary Services, Brunel building,Gate 18, Level 1Southmead Hospital,Bristol, BS10 5NB |