

VOLUNTEER APPLICATION FORM



Stage 1

Have a look at the 'what we do' section of our website. Think about what kind of role you'd like and what area of our work interests you.

Stage 2

Fill out the application form and return it

email to: info@ashfordplace.org.uk OR post to: Ashford Place, 60 Ashford Road, NW2 6TU

Stage 3

We will invite you to visit us for an informal interview. You will have the opportunity to meet other volunteers, discuss the type of role you would like.

Stage 4

If a role is available that will fit your needs and ours, you'll be offered a role. You'll have a 2 week trial to give you the opportunity to try the role out and see if it is right for you.

If you have any problem in completing this form, or would like it in larger print, please feel free to contact us on 020 8208 8590

Thank you for your interest in Volunteering with us.

Contact Details						
Name						
Address						
Date of Birth				Tel/Mobile		
Email				National Insurance Number		
Application Information						
Are you applying for: Volunteer Mentor Peer Support and/or what area of our work are you interested in?						
How many hours per week would you like to Volunteer?						
Your Availability (please tick as appropriate)		am	pm		am	pm
	Monday	☐	☐	Friday	☐	☐
	Tuesday	☐	☐	Saturday	☐	☐
	Wednesday	☐	☐	Sunday	☐	☐
	Thursday	☐	☐	Varies	☐	

Would your volunteer role be part of a training course or work placement scheme you are taking part in?

Yes ☐ No ☐

If Yes, please give details

Eligibility to Volunteer

Are You over 18?

Yes ☐ No ☐

Are you a UK Citizen?

Yes ☐ No ☐

If not, can you show evidence of eligibility to volunteer in the UK?

Yes ☐ No ☐

About You

Why do you want to Volunteer for us?

Are there any particular skills or experiences you would like to gain?

What do you do at the moment? Eg. Studying, Working, Looking for Work.

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**Please give FULL DETAILS of work (paid or unpaid) you have done in the last 5 years
Alternatively, please include a CV with your application.**

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What do you like to do in your spare time?

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What languages do you speak and at what level?

More About You

We work with customers who may have physical health, substance misuse or mental health issues. We have a responsibility to ensure that volunteers are safe in their roles and that volunteer roles do not jeopardise you or your recovery.

Answering 'Yes' to any of the following questions will not exclude you from volunteering with us, but will be taken into account for certain roles, avoiding conflicts of interest and ensuring you receive appropriate support whilst volunteering.

Are you currently using, or have you previously used our services?

Yes ☐ No ☐ If Yes, please give details

Are you currently using, or have you previously used substance misuse services?

Yes ☐ No ☐ If Yes, please give details

Are you currently using, or have you previously used mental health services?

Yes ☐ No ☐ If Yes, please give details

Do you have any physical health problems, which may affect you whilst volunteering?

Yes ☐ No ☐ If Yes, please give details

Is there anything you may need additional support with whilst carrying out a volunteer role?

We work with vulnerable adults and are therefore exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. We therefore require that you declare all criminal convictions, including those which are spent.

Do you have any spent or unspent convictions?

Yes ☐ No ☐ If Yes, please give details

References

Please provide details of 2 referees who know you well. One should be a previous employer, course tutor, etc; the other should be a person you have known for at least 2 years. None of the referees should be a relative. Referees will not be contacted unless we have offered you a volunteer position.

Name:	Name:
Address:	Address:
Contact No.	Contact No.
Their connection to you:	Their connection to you:

Data Protection

At Ashford Place we value your support and promise to respect your privacy. Any information given on this form is confidential and covered by the 2016 General Data Protection Regulation **GDPR**. We will not disclose or share, personal information without your consent.

We would like to keep you informed about our vital work we do.

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Please tick the box if you would like to sign up for our newsletter.

For more information on how and why we store data please see our transparency notice on the Ashford place website: www.ashfordplace.org.uk/about-us/summary-transparency-notice

Declaration

I understand that the offer of any Volunteer role with Ashford Place is subject to satisfactory references and, where appropriate, a DBS check.

In accordance with the 2016 General data Protection Regulation. I recognise that Ashford Place will hold and use personal information about me for volunteer management purposes and to keep in touch with me. This information, including that contained on this form, may be stored in both computer and hard copy form. It will be held securely and only accessed by authorised personnel. This data will be retained while I am an active volunteer and 24 months thereafter. It will not be used for any other purpose or shared with any other entity without my further express consent.

I confirm that the information I have given is accurate.

Signature		Date	
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Equal Opportunities Monitoring

Our Volunteer recruitment processes are carried out in a way that ensures that individuals are selected purely on the basis of their ability to do the role for which they have applied. No volunteer will receive less favourable treatment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, sexual orientation, religious belief or political opinion or be disadvantaged by conditions or requirements which are not justified or relevant to the role. We are committed to ensuring that every applicant applying for a volunteer role within our organisation is treated fairly. This information will be used purely for ensuring the effectiveness of our equal opportunities policy – and will be separated from your application form.

Gender	Male ☐	Female ☐	Transgender ☐
Age Group	18-20 ☐	41-50 ☐	
	21-30 ☐	51-60 ☐	
	31-40 ☐	Over 60 ☐	
Ethnicity	Asian or Asian British - ☐ Black or black British - African ☐ Bangladeshi ☐ Black or black British - Caribbean ☐ Asian or Asian British - Indian ☐ Black or black British - Other ☐ Asian or Asian British - Pakistani ☐ Chinese ☐ Mixed - White and Black African ☐ White British ☐ Mixed - White and Black Caribbean ☐ White Irish ☐ Mixed - white & Asian ☐ White European ☐ Mixed - other ☐ White Other ☐ Other ☐ Prefer not to say ☐		
Sexuality	Heterosexual ☐ Bisexual ☐ Lesbian / Gay ☐ Prefer not to say ☐		
Are you registered disabled	Yes ☐ No ☐ Prefer not to say ☐		
Do you consider yourself to have a disability	Yes ☐ No ☐ Prefer not to say ☐		
How did you hear about us?	Friend/ Relative ☐	Newspaper ☐	
	Our Website ☐	Other Website ☐	
	Volunteer Centre ☐	Other ☐	