



Volunteers Application Form

All information provided on this application will be treated in strictest confidence

Position applied for: Osborne Partnership Volunteer
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1. Personal Details

Title (Miss, Mrs, Ms, Mr, Dr etc) Surname/Family Name

First Name(s) National Insurance No:

Date of Birth:

Address

.....

.....Postcode:

Email address (Can we email all correspondence?) Yes No

Home telephone number Mobile telephone number

2. References

Please give the names of 2 appropriate persons who would be prepared to provide a written reference for you. Your nominated referees should ideally include a current or recent employer but if this is not possible please provide the names of persons who are able to express an opinion on your suitability to work in a voluntary capacity for a charity which supports people with disabilities. Your referees should not be family members or relatives.

Referee 1

Referee 2

Name	Name
Occupation/Relationship to you	Occupation/Relationship to you
Address.....	Address
.....
.....
.....Post Code Post Code
Tel. No	Tel. No
Email	Email
Can we take references at any time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can we take references at any time? <input type="checkbox"/> Yes <input type="checkbox"/> No

3. Relevant Experience and Training

Please provide some brief details here of any previous work, training, qualifications or experience in your personal life which you consider to be relevant to the voluntary work in which you are interested here at the Osborne Partnership.

4. Why Do You Wish to Volunteer for the Osborne Partnership?

Please use this space to explain why you would like to be a volunteer for the Osborne Partnership and what type of work you are most interested in doing.

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5. Other Information

Do you have a current full driving licence?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Would you have the use of a car if the task you are undertaking requires it?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you currently eligible for work in the UK?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

6. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

As this post involves working with vulnerable people, it is exempt from some of the requirements of the above Act and all applicants are therefore required to declare, along with the application form, any convictions or pending prosecutions which they may have, even if they would otherwise be regarded as “spent” under the Act. If this applies to you, please supply the required details on a separate sheet of paper. The amendments to the Exceptions Order 1975 (2013) provide that certain convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.

7. Disclosure and Barring Service

In addition to the information required in 7 above, all posts and voluntary positions at the Osborne Partnership are subject to applicants completing a “Disclosure Application Form” which will be submitted to the Disclosure and Barring Service for clearance. Alternatively, if the applicant subscribes to the DBS update service, an online Status Check will need to be carried out.

8. Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application. The Osborne Partnership reserves the right at any time to check on any experience, achievements, qualifications and skills claimed by you, either on this application form, in any accompanying or subsequent correspondence or at interview. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you take up a voluntary position with us, the information will be used for our administration purposes. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form we will be assuming that you agree to the processing of sensitive personal data, in accordance with the General Data Protection Regulation.

9. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading, false information or significant omission may disqualify me from acting as a volunteer appointment.

I understand that all appointments to voluntary positions are subject to satisfactory references, a probationary period and (if appropriate) a satisfactory medical report. I understand that this post involves working with vulnerable people and will be subject to a Criminal Record Check (from the Criminal Records Bureau Disclosure Service). Should I be offered this post, I understand that a Criminal Record Check will be sought before the appointment is confirmed.

Signature Date



Registered Charity No. 1087444

Diversity Monitoring Form (Confidential)

The Osborne Partnership recognises and actively promotes the benefit of a diverse workforce and is committed to treating all employees and volunteers with dignity and respect regardless of race, gender, disability, sexual orientation, religion or belief. We therefore welcome application from all sections of the community. You can refer to our Equalities and Diversity Policy in the Guidance Notes. **Please note that this section of the form is confidential. It will be detached from your application and used solely for monitoring purposes.**

Personal

Gender: Male Female

Date of Birth

D	D	/	M	M	/	Y	Y	Y	Y
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Disabilities

The Osborne Partnership has a policy of guaranteeing an interview to all applicants with disabilities who meet the essential requirements of the job.

Do you consider yourself to have a disability? Yes No

Please give details of any disability or health problem(s) that may be relevant to the position. Such information is requested so that any reasonable adjustments to the work involved may be considered.

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 Do you consider yourself to have a learning disability? Yes No

Ethnic Origin - I would describe by ethnic origin as:-

- | | | | | |
|-------------------------------|---|--|---|---|
| White | <input type="checkbox"/> English, Northern Irish British, Welsh, Scottish | <input type="checkbox"/> Irish | <input type="checkbox"/> Gypsy or Irish Traveller | <input type="checkbox"/> Any other white * |
| Black or Black British | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Black African | <input type="checkbox"/> Other Black background * | |
| Mixed | <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> White & Black African | <input type="checkbox"/> White & Asian | <input type="checkbox"/> Other mixed background * |
| Asian or Asian British | <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Other Asian background * |
| Other ethnic group | <input type="checkbox"/> Chinese | <input type="checkbox"/> Arab | <input type="checkbox"/> Any Other * | |

* Please specify

Other

If you wish, you may disclose other information about yourself in this section about your

Religion

- No Religion Christian (all Christian Denominations)
- Buddhist Hindu Jewish Muslim Sikh Other Religion

Sexual Orientation

- Heterosexual Homosexual Bi-sexual

For monitoring use only