# Volunteer Application Form

January 2015

**VOLUNTEER APPLICATION FORM**

**PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

It is important to read our Guidance Notes prior to completing the application form.

Information on all volunteer vacancies can be found on our website: [www.seemescotland.org](http://www.seemescotland.org)

**Section A: Personal Details**

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| **Volunteer Role Applied For** | **Reference Number** |
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| --- | --- |
| **First Name:** | **Last Name:** |
| **Title (Mr, Mrs, Ms, Miss, Other):** | **Gender:** *(delete as appropriate)*  Male/Female |
| **Home Address:**  **Post Code:** | |
| **Telephone No:** | |
| **Mobile No:** | |
| **Email:** | |

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| **Protection of Vulnerable Groups (Scotland) Act 2007** |

Are you a member of the PVG Scheme YES  NO

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| --- | --- |
| **Membership Number** |  |

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| **Positive About Disabled People** |

Do you consider yourself to have a disability? YES  NO

This question is asked to ensure that people with disabilities receive the opportunity of an interview if they meet the minimum criteria for the post applied for.

Do you consider yourself to have a lived experience of a mental health condition?

YES  NO

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| **Why do you want to volunteer with See Me?** |
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| **What type of voluntary work would you like to do? (if not covered in a role profile)** |
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| **Tell us about your experience/skills/education/training (please refer to the relevant Role Profile – if appropriate - and give as much detail as possible)** |
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| **Please tell us about any times that are unsuitable for you to volunteer?** |
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| **What do you hope to gain through volunteering with See Me?** |
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| **How do you feel See Me can benefit from you involvement as a volunteer?** |
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| **Where did you hear about volunteering opportunities with See Me?** |
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# When are you available for volunteering? (Please tick as many boxes as appropriate.)

Monday am  pm

Tuesday am  pm

Wednesday am  pm

Thursday am  pm

Friday am  pm

Saturday am  pm

Sunday am  pm

See Me cannot guarantee regular times or availability of any of our volunteering roles, but we will endeavour to work flexibly and considerately with our volunteers, giving as much notification of volunteering opportunities as we possibly can.

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| **References** |

Two references will be sought for successful applicants. We reserve the right to request additional references if we consider it necessary.

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| **First Referee Details** | **Tel No:** | | |
| **Referee Full Name:** | **Job Position/relationship:** | | |
| **Email Address:** |  | | |
| **Full Address:**  **Post Code:** | | | |
| **May we approach prior to interview?** | | **Yes** |  |
|  | | **No** |  |

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| **Second Referee Details** | **Tel No:** | | |
| **Referee Full Name:** | **Job Position/relationship:** | | |
| **Email Address:** |  | | |
| **Full Address:**  **Post Code:** | | | |
| **May we approach prior to interview?** | | **Yes** |  |
|  | | **No** |  |

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| **The Data Protection Act 1998** |

See Me will use the information you provide in this application pack for the purpose of processing your application and monitoring the recruitment process. Should your application be successful, See Me may be required to share some of the information you provide with statutory bodies including the Care Commission and the Department of Work and Pensions.

The information you provide in this pack will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not normally be kept for longer than a year. You have a right to access the information that See Me holds on you. If you would like to do this, please contact the See Me administration team.

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| **Adults with Incapacity (Scotland) Act 2000** |

### The Adults with Incapacity (Scotland) Act 2000 is a significant piece of legislation in the Protection of Vulnerable Adults (POVA). See Me is committed to ensuring the safety and protection of vulnerable adults by integrating strategies, policies and services relevant to prevention and protection from abuse within the Act.

### You are required to declare prior abuse convictions and whether you are currently or have ever been subject to any investigation or enquiry into abuse or other inappropriate behaviour.

Please declare: YES  NO

### Have you ever been interviewed in connection with or been the subject of any investigation or enquiry into abuse or other inappropriate behaviour?

YES  NO

If you have answered yes to any of the questions above, please provide the following details:

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| **Date** | **Court (if applicable)** | **Details of Offence/Enquiry** | **Sentence/Outcome** |
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Please continue on an additional sheet(s) if required, remembering to include your name at the top.

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| **Declaration** |

I certify that all the information contained in this form and any attachments are true and correct to the best of my knowledge. I realise that false information or omissions may lead to my being prevent from volunteering with See Me. I agree to the information (which may include sensitive personal data) being used for legitimate purposes connected with recruitment and selection, including PVG Scheme membership.

**Signature:**

**Print Name: Date:**

**Section B: Diversity Monitoring Information**

## This section will be removed before the shortlisting process

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| **Volunteer Vacancy Applied For** | **Vacancy Reference Number** |
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| **Gender** *(please tick)* |

Female  Male  Transgender  Prefer not to say

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| --- |
| **Age** *(please tick)* |

Under 20

20-30

31-40

41-50

51-60

Over 61

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| **Nationality** *(please state)* |

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| **Ethnic Origin** *(This**refers to**people who**share the same**cultural background**and identity****,*** *not country**of birth**or nationality).* **(please tick)** |

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| **White** |

White – British

White – English

White – Irish

White – Scottish

White – Welsh

White – European – non UK

White – Other Background (Please Specify)

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| **Black or Black British, Black English, Black Scottish or Black Welsh** |

Black or Black British - Caribbean

Black or Black British – African

Black or Black British – Other Background (Please Specify)

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| **Asian or Asian British, Asian English, Asian Scottish or Asian Welsh** |

Asian or British Asian - Indian

Asian or British Asian - Pakistani

Asian or British Asian - Bangladeshi

Asian or British Asian - Other Background (Please Specify)

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| **Mixed** |

Mixed – White & Black Caribbean

Mixed - White & Black African

Mixed – White & Asian

Mixed – White and Chinese

Mixed - Other Background (Please Specify)

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| **Chinese or British Chinese, Chinese English, Chinese Scottish, Chinese Welsh** |

Chinese or British Chinese

Chinese - Other Background (Please Specify)

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| **Other** |

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Other Ethnic Group (Please Specify)

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| **Religion or Religious Belief** *(This refers to any religion, religious belief or similar philosophical belief).* |

Christian  Jewish  Hindu  Muslim

Buddhist  Sikh  Atheist  None

Other:

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| --- |
| Please Specify: |

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| **Do you consider yourself disabled?** *(please tick)*  A disabled person is defined by the Equality Act 2010 as someone who has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. |

YES  NO

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| **Sexuality** |

Bisexual  Gay  Heterosexual  Lesbian Prefer not to say

Other:

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| --- |
| Please State: |

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| **Recruitment Monitoring** |

Where did you see this vacancy? (Please tick)

See Me Website

Goodmoves

Gumtree

Jobcentreplus

The Big Issue

S1Jobs

Newspaper  Please Specify Below

Other

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| If other, please state : |