

2 Kings Meadow, Osney Mead, Oxford OX2 0DP - Registered Charity Number 261476

**Volunteer Application Form**

**Volunteer Role Applied for (please tick no more than three):**

For more information on the roles please see our website: <http://www.oxfordshiremind.org.uk/get-involved/volunteering/>

[ ]  **Wellbeing Service** [ ]  **Information Service** [ ]  **Benefits for Better Mental Health** [ ]  **TalkingSpace**

[ ]  **Peer Supporter** [ ]  **Admin** [ ]  **Wellbeing Walk Leader** [ ]  **Events and Fundraising** [ ]  **Universal Credit Claim Support** [ ]  **Universal Credit Journal Support**

Please note that if we are not currently recruiting for your preferred role then we will be in touch with further options.

Please note that volunteers must be aged 18 or over.

|  |  |
| --- | --- |
| **Title:** | **Forenames:** |
| **Surname:** |  |
| **Address:****Postcode:** | **Home Tel:****Daytime Tel:****Mobile Tel:****Email:** |

## REFEREES

We need the name and address of two people who can tell us if you are suitable for this voluntary opportunity. One should be your current or most recent employer if possible. For Peer Supporter role two personal references are adequate.

NAME: NAME:

ADDRESS: ADDRESS:

POSTCODE: POSTCODE:

TEL: TEL:

EMAIL: EMAIL:

RELATIONSHIP: RELATIONSHIP:

## Please return this form to:

## Volunteering and Peer Support Team

## By post to: Oxfordshire Mind, 2 Kings Meadow, Osney Mead, Oxford, OX2 0DP

## Or by e-mail to: volunteering@oxfordshiremind.org.uk

# Please tell us why you would like to volunteer, why the role you’ve chosen has appealed to you and what you would like to gain from volunteering.

# Please tell us about any relevant experience and skills that you have (whether paid or unpaid) and any relevant education or training.

I certify that the information given on this form is correct to the best of my knowledge and that false information may render me liable to dismissal if I am offered a placement.

**Print name: ………………… Signed: ……………………… Dated: ………………**

# OTHER INFORMATION

Do you hold a full valid driving licence? [ ]  Yes [ ]  No

When would you be available to volunteer? Please tick appropriate boxes.

 Morning Afternoon Evening (evenings only apply to TalkingSpace Plus volunteers)

[ ]  Monday [ ]  [ ]  [ ]

[ ]  Tuesday [ ]  [ ]  [ ]

[ ]  Wednesday [ ]  [ ]  [ ]

[ ]  Thursday [ ]  [ ]  [ ]

[ ]  Friday [ ]  [ ]  [ ]

………………………………………………………………………………………………………………………………

Are there any periods when you would be unable to volunteer (e.g. if travelling or going on holiday)?

……………………………..………………………………………………………………………….

If you are successful in your application, are you able to commit to a minimum of 3 months volunteering (2-3 hours per week)?

[ ]  Yes [ ]  No

Where did you hear about this opportunity? Please tick as appropriate.

[ ]  Oxfordshire Mind website

[ ]  I was searching for volunteering opportunities

[ ]  I have used/know someone who has used Oxfordshire Mind’s services

[ ]  Spoke to a current volunteer

[ ]  Online (please state where: …………………………………………………………………………..………………………….…)

[ ]  Word of mouth

[ ]  Other (please state: ………………………………………………………………………………………………………………….)

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| --- |
| **IMPORTANT INFORMATION FOR APPLICANTS** |
| **Disclosures Barring Services DISCLOSURES****Please sign here to acknowledge that you have read the Policy Statement on the Recruitment of Ex-Offenders, which is attached.****Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Any information given will be completely confidential.****Please circle appropriate answer.** |
| Have you had any cautions, criminal convictions or criminal convictions pending, warnings or reprimands? Yes No |
| If yes, please state their nature:Date of conviction(s): |
| It is important that you take responsibility for ensuring that you are allowed to volunteer in the UK, because this could potentially jeopardise your immigration status. If you are in any in doubt, please contact the UK Border Agency.Do you require a work permit/visa to work in the UK Yes/NoDo you have a work permit/visa allowing you to work in the UK? Yes/NoIf yes, what sort of permit/visa do you require? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If you currently hold a permit/visa, please give the Home Office Reference Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **EQUAL OPPORTUNITIES STATEMENT**Oxfordshire Mind is committed to the principle of equal opportunities in recruitment and placement of volunteers and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination accorded to volunteers or volunteer applicants, on the grounds of their age, race, social background, religious beliefs, creed, colour, disability, ethnic origin, nationality, marital/parental status, sex or sexual orientation, gender reassignment, offending record, political affiliation, trade union membership and HIV status. |
| **DECLARATION** (Please read this carefully before signing this application)I confirm that the above information is complete and correct and that any untrue or misleading information will give Oxfordshire Mind the right to reject my application, to withdraw any volunteer placement offered. I agree that the information provided in this application form may be processed by Oxfordshire Mind in relation to my application for the volunteer post to assist in the decision making process. I further expressly agree that, should it be necessary to validate any of the information provided herein, Oxfordshire Mind may release this information for verification purposes. If successful in my application it is agreed that any information provided will be retained by Oxfordshire Mind in a secure confidential file and the contents only used for necessary business purposes subject to my express consent for disclosure where necessary. I understand that Oxfordshire Mind is not obliged to provide a volunteering placement and that I am under no obligation to volunteer for Oxfordshire Mind. I understand that I will not be rewarded with money or benefits in kind (apart from reasonable travel expenses and meals in line with Oxfordshire Mind’s Polices).**Signed**  **Dated** |

Oxfordshire Mind, 2 Kings Meadow, Osney Mead, Oxford, OX2 0DP

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**POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

As an organisation using the Disclosure Barring Service (DBS) Disclosure service to assess applicants’ suitability for positions of trust, Oxfordshire Mind complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Oxfordshire Mind is committed to the fair treatment of staff, potential staff, volunteers, potential volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skill and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

All positions at Oxfordshire Mind will require a Disclosure. Application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is provided to a member of the Volunteering and Peer Support Team and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Oxfordshire Mind to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of volunteering placement.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of volunteering placement.

**Having a criminal record will not necessarily bar you from volunteering with us.** This will depend on the nature of the position and the circumstances and background of your offences.

# EQUAL OPPORTUNITIES

**RECRUITMENT MONITORING FORM**

Oxfordshire Mind is working to implement and develop our Equal Opportunities Policy. In order to monitor the effectiveness of the policy we ask all applicants to provide the following information. The information you provide will be treated as confidential; it will not form part of the selection process

**Role applied for:** …Volunteer……………………………………………………………………

**What age are you?**

18-19 □ 20 - 29 □

 30 - 39 □ 40 - 49 □

 50 - 59 □ 60+ □

 Chosen not to disclose □

 **Are you?**

Male □ Female □

 **How would you describe your racial/ethnic origin?**

White – British □

White - Irish □

 White – any other White background (please state) ………………………………….. □

 Mixed – White and Black Caribbean □

Mixed – White and Black African □

 Mixed – White and Asian □

 Mixed – Any other mixed background (please state)………………………………………… □

 Asian or Asian British - Indian □

Asian or Asian British – Pakistani □

 Asian or Asian British - Bangladeshi □

Asian or Asian British–Any other Asian background (please state) ……………………….. □

 Black or Black British – African □

Black or Black British – Caribbean □

Black or Black British–Any other Black background (please state)………………………… □

Chinese □

Any other ethnic group (please state)……………………………………………………… □

Chosen not to disclose □

 **Do you consider yourself to have a disability or have specific support needs?**

 Yes □ No □

**Can you describe your employment status:**

Employed full time (or self employed) □ Employed part time (or self employed) □

 Unemployed □ Student/training scheme □

 Primary Carer □ Sick/incapacity □

 Retired □ Never in paid employment □

 Other □

 **Are you, or have you been in the past, a user of mental health services or experienced a mental health problem?**

Yes □ No □

**Are you, or have you been in the past, a user of any of Oxfordshire Mind’s services?**

Yes □ No □

**Have you previously volunteered for any organisation?**

Yes □ No □