



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

Volunteer Application Form

Volunteer Role Applied for (please tick one):

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 (Groups)
 Admin

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

Title:	Forenames:
Surname:	
Address:	Home Tel:
	Daytime Tel:
	Mobile Tel:
Postcode:	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 (note evenings only apply to TalkingSpace Volunteers)
<input type="checkbox"/> Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

.....
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:))

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):

Do you require a work permit/visa to work in the UK Yes/No

Do you have a work permit/visa allowing you to work in the UK? Yes/No

If 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 employment and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination accorded to employees or job 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 the employer the right to reject my application, to withdraw any employment contract offered or, if employed, dismissed without notice.

I agree that the information provided in this application form may be processed by the employer in relation to my application for this 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, the employer may release this information for verification purposes. If successful in my application it is agreed that any information provided will be retained by the employer in a secure confidential file and the contents only used for necessary business purposes subject to my express consent for disclosure where necessary.

Signed

Dated

Oxfordshire Mind
2 Kings Meadow
Osney Mead
Oxford
OX2 0DP
Registered Charity number 261476

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 its staff, potential staff 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 sent under separate, confidential cover, to a designated person within Oxfordshire Mind 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 employment.

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 employment.

Having a criminal record will not necessarily bar you from working for 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 | <input type="checkbox"/> | 20 - 29 | <input type="checkbox"/> |
| 30 - 39 | <input type="checkbox"/> | 40 - 49 | <input type="checkbox"/> |
| 50 - 59 | <input type="checkbox"/> | 60+ | <input type="checkbox"/> |
| Chosen not to disclose | <input type="checkbox"/> | | |

Are you?

- | | | | |
|------|--------------------------|--------|--------------------------|
| Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
|------|--------------------------|--------|--------------------------|

How would you describe your racial/ethnic origin?

- | | |
|--|--------------------------|
| White – British | <input type="checkbox"/> |
| White - Irish | <input type="checkbox"/> |
| White – any other White background (please state) | <input type="checkbox"/> |
| Mixed – White and Black Caribbean | <input type="checkbox"/> |
| Mixed – White and Black African | <input type="checkbox"/> |
| Mixed – White and Asian | <input type="checkbox"/> |
| Mixed – Any other mixed background (please state)..... | <input type="checkbox"/> |
| Asian or Asian British - Indian | <input type="checkbox"/> |
| Asian or Asian British – Pakistani | <input type="checkbox"/> |
| Asian or Asian British - Bangladeshi | <input type="checkbox"/> |
| Asian or Asian British–Any other Asian background (please state) | <input type="checkbox"/> |
| Black or Black British – African | <input type="checkbox"/> |
| Black or Black British – Caribbean | <input type="checkbox"/> |
| Black or Black British–Any other Black background (please state)..... | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> |
| Any other ethnic group (please state)..... | <input type="checkbox"/> |
| Chosen not to disclose | <input type="checkbox"/> |

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

- | | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

Can you describe your employment status:

- | | | | |
|---------------------------------------|--------------------------|---------------------------------------|--------------------------|
| Employed full time (or self employed) | <input type="checkbox"/> | Employed part time (or self employed) | <input type="checkbox"/> |
| Unemployed | <input type="checkbox"/> | Student/training scheme | <input type="checkbox"/> |
| Primary Carer | <input type="checkbox"/> | Sick/incapacity | <input type="checkbox"/> |
| Retired | <input type="checkbox"/> | Never in paid employment | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

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

- | | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

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

- | | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

Have you previously volunteered for any organisation?

- | | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|