

Volunteer Application Form

NORTHUMBRIA HEALTHCARE NHS FOUNDATION TRUST

Notes for potential volunteers: PLEASE READ CAREFULLY

1. Use

This is the standard application form to be completed by all volunteer applicants.

2. Equal Opportunities

The Trust is committed to employing a diverse workforce and will not discriminate against applications from individuals because of their gender, marital status, ethnic origin, age, sexuality, disability, religion, political or trade union affiliation. To monitor our policy, we would be grateful if you could complete the monitoring section of this form. The provision of this information is entirely voluntary and, although it would be helpful to the Trust for monitoring purposes, if you do not wish to complete any section, please leave it blank.

3. Rehabilitation of Offenders Act 1974

The post for which you are applying is exempt from the provisions of Section 4 (2) of the Act. You are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions Act.

If successful, your appointment will be subject to the Disclosure and Barring Service.

4. Curriculum Vitae

In the interests of equal opportunities the Trust will not accept CV's to support your application. It is therefore vital that you provide all information on the application form. Any CV's that are submitted will **not** be used in the interview process.

5. Completing the form

Your application form is regarded as highly confidential and will remain with the Volunteer Service Team.

Certain information provided by you on this form will constitute sensitive data under the Data Protection Act 2018. By providing us with this information, you will be deemed to have explicitly consented to the Trust using such information for the purposes identified on this form. Please see our privacy policy <https://bright.northumbria.nhs.uk/privacy-policy/>

If you would like a printed version please contact volunteers@northumbria-healthcare.nhs.uk

Personal Details

*Title	
*Surname	
*First name	
*Address	
*Postcode	
Country	
*Email address	
*Mobile telephone	
Home telephone	
UK National Insurance Number	

***Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?**

Yes

No

Please tick the category that relates to your current immigration status. This status will be subject to checking before interview:

- | | |
|--|--|
| <input type="radio"/> Graduate Visa | <input type="radio"/> Student |
| <input type="radio"/> Skilled Worker Visa | <input type="radio"/> Visitor |
| <input type="radio"/> Indefinite leave to remain/enter | <input type="radio"/> Government Exchange Visa |
| <input type="radio"/> Post Graduate Drs & Dentist | <input type="radio"/> Refugee |
| <input type="radio"/> Dependent/Spouse Visa | <input type="radio"/> Other (please specify) |
| <input type="radio"/> Clinical attachment visa | |

Please supply details of any visa currently held, including number, start/expiry dates and details of any restrictions:

Visa No:

Start Date:

Expiry Date:

Details of Restriction:

***Have you lived and worked outside of the UK for a continuous period of more than 6 months in the last 5 years?**

Yes

No

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The Rehabilitation of Offenders Act (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The NHS aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion or belief, disability, sexual orientation and age. The NHS undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

To protect certain vulnerable groups within society, there are a number of posts within the NHS that are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended). As the post you have applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants for such posts are not entitled to withhold any information about convictions or other relevant criminal record information which for other purposes are 'spent' under the provisions of the Act. If you are successful with this application, any failure to disclose such information could result in dismissal or disciplinary action. Any information provided will be confidential and will be considered only in relation to posts to which the Order applies.

The role you have applied for is exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. This means that the employer can obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Enhanced disclosures may include other relevant non-conviction information held on police databases, at the discretion of the police or Chief Constable of the relevant police force. Before you complete this form, it is important for you to read the highlighted note in the section below.

If you have a criminal record and are unsure about what might be revealed about you as part of a DBS check, or the type of information you should consider declaring when completing this form, the following links to guidance will help provide more clarity:

The simple guide to filtering (Unlock) at: <https://unlock.org.uk/weve-produced-a-simple-guide-to-the-filtering-process/>

Practical guidance on the DBS filtering rules (NACRO) at: <http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/>

Have you got any criminal convictions and/or cautions that are not protected?

This means they are not eligible for filtering under the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended).

This is regardless of whether the conviction or caution has been issued in the UK or, in any other country where it would be considered an equivalent (or similar) offence in England and Wales and it is not protected.

It also includes criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial) where it would be considered an equivalent offence in England and Wales and is not protected.

It does not include parking offences. In such cases, you can tick no.

Yes

No

Volunteering with us:

***Please tick the days and times that you would be available to volunteer on a regular basis:**

Please note we require a **minimum 100-hour commitment** from our volunteers over a year period.

	08:00-12:00	12:00-16:00	16:00-18:00
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

***Please tick which hospital you would like to volunteer at:**

- Berwick Hospital
- Blyth Community Hospital
- Hexham General Hospital
- North Tyneside General Hospital
- Northumbria Specialist Emergency Care Hospital
- Wansbeck General Hospital

***What is your current status?**

- Student
- Employed
- Unemployed
- Retired
- Unable to work
- Other

How did you become aware of volunteering at Northumbria Healthcare NHS Foundation Trust?

.....

.....

.....

***Supporting information**

In no more than 200 words, please use this section to tell us why you would like to volunteer, what skills or experience you can bring, and anything else that may help us understand your suitability for the role.

References

Please provide two referees **covering a minimum of 3 years** of employment or training:

- **If employed:** include your two most recent employers or line managers.
- **If a student:** provide a teacher or tutor.
- **If not recently employed:** include your last employer (if applicable) and one personal referee of good standing in the community (not friends or relatives).
- **If no employment references are available:** provide two personal referees who are not related to you and not involved in any financial arrangements with you.

For individuals who have not been employed for a number of years references maybe sought from friends but **not** family members.

Referee 1

*Surname		First Name	
Title			
*Job Title			
*Address			
*Postcode		*Country	
Telephone			
*Email			
*Relationship			

Referee 2

*Surname		First Name	
Title			
*Job Title			
*Address			
*Postcode		*Country	
Telephone			
*Email			
*Relationship			

Referee 3

*Surname		First Name	
Title			
*Job Title			
*Address			
*Postcode		*Country	
Telephone			
*Email			
*Relationship			

Referee 4

*Surname		First Name	
Title			
*Job Title			
*Address			
*Postcode		*Country	
Telephone			
*Email			
*Relationship			

Monitoring Information

NHS Organisations recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We therefore welcome applications from all sections of the community.

This information will be used for monitoring purposes to help with organisation analysis of the profile and make up of applicants and volunteers in support of their equal opportunities policies.

*Date of Birth	
*Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> I do not wish to disclose this

Race Relations (Amendment) Act 2000

***I would describe my ethnic origin as:**

Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background

Black or Black British

- African
- Caribbean
- Any other Black background

Mixed

- White & Asian
- White & Black African
- White & Black Caribbean
- Any other mixed background

White

- British
- Irish
- Any other White background

Other Ethnic Group

- Chinese
- Any other ethnic group
- I do not wish to disclose this

Employment Equality Regulations 2003

***Please select the option which best describes your sexuality:**

- Heterosexual or Straight
- Gay or Lesbian
- Bisexual
- Undecided
- Other sexual orientation not listed
- I do not wish to disclose this

***Please indicate your religion or belief:**

- Atheism
- Buddhism
- Christianity
- Hinduism
- Islam
- Jainism
- Judaism
- Sikhism
- Other
- I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects disabled people – including those with long term health conditions, learning disabilities and so called “hidden” disabilities such as dyslexia. If you tell us that you have a disability, we can make reasonable adjustments to ensure that any selection processes – including the interview – are fair and equitable.

***Do you consider yourself to have a disability?**

- Yes
- No
- I do not wish to disclose the information

Please state the impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please tick ‘other’:

- Physical impairment
- Sensory impairment
- Mental Health condition
- Learning disability
- Long standing illness
- Other

Parental/Guardian Consent

If you are aged 16-18, we require consent from your legal parent/guardian to volunteer. Please provide their details below:

Name:	
Relationship to applicant:	
Email:	
Telephone Number:	
Parent/Guardian Signature:	

*Declaration

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration:			
Signature			
Name		Date	

Please return this application form to the address below:

Northumbria Volunteer Service
 Northumbria House
 Unit 7/8 Silver Fox Way
 Cobalt Business Park
 Newcastle upon Tyne
 NE27 0QJ

Or via email to: volunteers@northumbria-healthcare.nhs.uk

If you have any queries, please contact the volunteer team on: 0191 203 1354