



Volunteer Application Form

If you need this form in large print or another format, or need help to fill it in, please ask the Volunteer Service.

Please note: to volunteer with IOW NHS Trust, you must be at least 16 years of age.

Contact details

Title/s (please circle) Mr Mrs Ms Miss Other (please state)	Date of Birth
First name/s	Last name
Address (include postcode)	Email
National Insurance number	Telephone number

Emergency contact details

Name of person to contact in an emergency	Telephone number of person to contact in an emergency
Relationship to you	



Personal Profile

Employment status (please tick):

Employed full time	<input type="checkbox"/>	Employed part time	<input type="checkbox"/>	Retired	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	Student	<input type="checkbox"/>	Other	<input type="checkbox"/>

Do you consider yourself to have a disability? (Please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you have any needs or requirements we need to be aware of, so that we can support your volunteering? (For example, you may need large print documents, additional breaks or to be accompanied.) Please detail:

Are you a British or Irish National, or a European Union (EU), European Economic Area (EEA) or Swiss National? (Please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Visas (Please specify details of any relevant visa currently held)

Visa number	Does your visa have a conditional restricting employment or occupation in the UK?
Start date	Expiry date

Education & Professional Qualifications and/or Relevant Training Courses Attended



Employment History

Employer name	Employer Address
Email address	Telephone number
Your Job Title	
Start Date	End date
Reason for Leaving	
Brief description of your duties and responsibilities	

Employment Gaps – if you have any gaps in employment history, please state reason below.

References

Please give the details of two referees who know you well and are not a relative that can cover a total of the last 5 years:

Referee 1

Name	Address
Email address	Telephone number
Relationship to you	Period this reference covers



Referee 2

Name	Address
Email address	Telephone number
Relationship to you	Period this reference covers

If you are applying for a specific volunteering role? If so, please specify below.

<input type="checkbox"/>	Ward Helper
<input type="checkbox"/>	Community First Responder
<input type="checkbox"/>	Main/North Reception / Meet and Greet
<input type="checkbox"/>	Administration
<input type="checkbox"/>	Ambulance Service (General) Volunteer
<input type="checkbox"/>	Other (Please provide details in the Supporting Information box below).
<input type="checkbox"/>	Not decided

Supporting Information

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Photographic consent

<input type="checkbox"/>	I confirm that I agree for photographs or other images of me to be taken whilst volunteering and for these to be used by the Trust for the purpose of training, public awareness, and promotional reasons. I understand that I will not receive any financial reward for such use.
<input type="checkbox"/>	I do not consent to the above.

You will also be asked to complete a DBS check after application.

In accordance with the Data Protection Act 1998, I agree that the Isle of Wight NHS Trust can keep information about me for contact and volunteering purposes.

Name (please print)	
Signature	Date



EQUAL OPPORTUNITIES MONITORING

Race relations (Amendment) Act 2000

As Public Sector Employers, NHS Organisations are required to collect details about an applicant’s ethnicity. This information is collected to fulfil that obligation and is used for monitoring purposes only.

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* I would describe my ethnic origin as follows:		
<p>Asian or Asian British</p> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	<p>Mixed</p> <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background	<p>Other Ethnic Group</p> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group
<p>Black or Black British</p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<p>White</p> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	<input type="checkbox"/> I do not wish to disclose my ethnic origin

Employment Equality Regulation

In order to comply with these regulations, NHS employers are monitoring sexual orientation and religion/belief in applications.

* Please select the option which best describes your sexuality		
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual <input type="checkbox"/> I would rather not answer	
* Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Islam	<input type="checkbox"/> Jainism <input type="checkbox"/> Sikhism <input type="checkbox"/> Other	<input type="checkbox"/> Judaism <input type="checkbox"/> Hinduism <input type="checkbox"/> I do not wish to disclose my religion/belief



Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (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 organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

You are required to declare all current 'unspent' criminal convictions or cautions (including reprimands and final warnings). You are not required to disclose convictions or cautions which have become 'spent'.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

* Are you currently bound over or do you have any current 'unspent' convictions or cautions (including reprimands or warnings) that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?

Yes No

If Yes, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. You do not need to tell us about parking offences.

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013

The position you are applying for has been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, the Police Act 1997. As such, it meets the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).



Both standard and enhanced DBS disclosure certificates contain information about any convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended)*. Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

Please be aware that the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 (S.I. 2013/1198)* made amendment to the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* to provide that certain spent convictions and cautions will become protected when specific conditions are met. Protected convictions and cautions will not be disclosed in a DBS check, and employers cannot ask for information about protected convictions or cautions, or take these into account when considering you for appointment.

Before you complete the question(s) below please read guidance and criteria for the filtering of these convictions and cautions which can be found on the Disclosure and Barring Service website at: www.gov.uk/government/organisations/disclosure-and-barring-service

Where the position has, in addition, been identified as a regulated activity under the *Safeguarding Vulnerable Groups Act (2006) (as amended by the Protection of Freedoms Act 2012)* an enhanced DBS disclosure will include information which is held on the Children's and/or Adults barred list(s), as applicable to the position.

Please note that you do not need to tell us about convictions, cautions, warnings or reprimands which are deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 - see notes above. You also are not required to tell us about parking offences.

* Are you currently bound over, or do you have any convictions or cautions (including warnings and reprimands) which are not deemed 'protected' under the amendment to the Exceptions Order 1975, issued by a Court or Court-Martial in the United Kingdom or in any other country?

Yes No

If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.

* Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with children?

Yes No

* Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with vulnerable adults?

Yes No



Declaration

The information in this application 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

Returning completed application forms

Please return completed application forms via one of the below methods

In person / hand delivery

Please put the form in an envelope labelled **Volunteer Service** on the front of the envelope and hand in to the **Main Reception desk, St Mary's Hospital**.

Postal address

Volunteer Service
Quality Governance
South Block
St. Mary's Hospital
Parkhurst Road
Newport
Isle Of Wight
PO30 5TG

Email address: iownt.volunteer@nhs.net

If you have any queries, please contact us using one of the above options or telephone us on 01983 822099 Ext. 6411