



Volunteer Policy | Appendix A | Volunteer Application Form

Thank you for taking the time to complete this form. The Bridge recognises that volunteers enhance our organisation by:

- Contributing their own skills, talents, passions, enthusiasm, innovation and experience
- Bringing new ideas, fresh views, perspectives and methods to the organisation

All information will be treated as confidential.

PERSONAL INFORMATION	
Title	
First Name	
Surname	
Email Address	
Telephone	
Street Address	
City/Town	
County	
Postcode	
VOLUNTEER ROLE AND EXPERIENCE	
Which volunteer role(s) are you interested in?	
Please tell us about any work, volunteering, personal experience, or skills that you have which are relevant to the role you are interested in.	

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Do you have any particular needs that we should be aware of so as to best support your volunteering with us?

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WHEN CAN YOU HELP US?

Please circle your availability as appropriate:				
Monday AM / PM	Tuesday AM / PM	Wednesday AM / PM	Thursday AM / PM	Friday AM / PM

CRIMINAL OFFENCES

Depending on the volunteer role you carry out for The Bridge (East Midlands), and to safeguard any clients who are vulnerable, it is our policy to ask you about any offences you have been convicted of. For some roles we may require you to apply for a Disclosure & Barring Service certificate. We will discuss this at your initial volunteer interview.

Are you willing to abide by this policy and disclose any relevant information? Yes / No

REFERENCES

Please give details of two people who know you well enough to comment about your suitability for this role. They should not be family members. If you are unsure, we are happy to discuss this with you.

Referee One

Full Name	
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Position	
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Organisation	
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Company	
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Email	
Referee Two	
Full Name	
Position	
Organisation	
Company	
Email	
<p>Are you currently receiving, or have ever received a service from The Bridge (East Midlands)? We may discuss this with you at the interview stage of the application process.</p> <p style="text-align: center;">Yes / No</p>	
VOLUNTEERING WHILSTS RECEIVING BENEFITS	
<p>Volunteering should not affect your benefits as long as you are being paid only out-of-pocket expenses.</p> <p>You must let your local Jobcentre Plus know when you start volunteering and keep records of any expenses we refund to you as they might want to see this.</p> <p>You must still be available to go to work-focused interviews and continue to actively look for work as appropriate to the conditions of your Benefit. Of course, volunteering can count towards seeking work as it can improve your chances of finding paid work.</p>	

EQUALITY AND DIVERSITY MONITORING

The Bridge (East Midlands) aims to be an equal opportunity employer. In accordance with organisational policy and legislation which promotes equality of opportunity, the organisation monitors applications for employment in respect of protected characteristics.

In order for The Bridge (East Midlands) to monitor the effectiveness of its policy (and for no other reason), you are asked to provide the information requested below. This information is confidential and will be detached from your application form when it is received.

Date of Birth	
Current Age	
Gender	
Does your gender identity match your sex as registered at birth?	
Sexual Orientation	
Ethnicity	
Religion	
Disability	
How did you find out about the vacancy?	

DECLARATION

I declare that to the best of my knowledge the information on this application is true. I understand that any failure to disclose information, or any attempt to mislead may lead to my volunteering placement being terminated.

I understand that by submitting this application form, The Bridge (East Midlands) will process my personal and special category personal data having due regard for the Data Protection Principles as outlined in the Data Protection Act 2018.

Full Name			
Signature		Date	

Please return this completed job application form to:
HR@thebridge-eastmidlands.org.uk Tel: 01509 260500