**Volunteer Application Form**

Thank you for your interest in volunteering with us. Please complete and return this form, and the confidential equalities monitoring. If you need help to complete this form, contact Sue Shaw on [volcoordinator@voicesinexile.org](mailto:volcoordinator@voicesinexile.org) Thank you!

|  |  |
| --- | --- |
| **Your personal details** | |
| Your name |  |
| Address | Postcode: |
| Contact details | Email:  Phone: |

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| --- |
| **I am over 18yrs old Yes/No Date of birth:** |

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| **Which volunteer role(s) are you interested in?** |
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| **Please tell why you are interested in volunteering with us?** |
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| **Please tell us about any lived experience of migration, any work or volunteering skills and any interests or hobbies that you feel may be helpful for this role.** |
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| **Please tell us about any languages you speak or write other than English.** |
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| --- | --- | --- | --- | --- | --- |
| **When are you available to volunteer with us?** Please tick as many as you like (9am-5pm only) | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning |  |  |  |  |  |
| Afternoon |  |  |  |  |  |

|  |  |
| --- | --- |
| **References**  Please give details of 2 people who know you well enough to tell us about your suitability for this role. They should not be family members. If you are not sure about who to suggest, we can discuss this with you. | |
| **Referee 1** | |
| **Name** |  |
| **Address** |  |
| **Contact details** | **Email**  **Phone** |
| **Referee 2** | |
| **Name** |  |
| **Address** |  |
| **Contact details** | **Email**  **Phone** |

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| **Please tell us about any reasonable adjustments you might need if you are invited to interview or to enable you to do the role.**  e.g. health, disability, language/literacy, caring commitments, childcare |
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| **Please tell us where you heard about us. (circle each one that applies to you)** |
| |  |  |  | | --- | --- | --- | | Our website | Volunteer centre | Friend or family | | Another website | Another organisation | Word of mouth | | Our leaflet | Social Media (e.g. Facebook) | Other (please tell us): | |

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| --- |
| **Data Protection and use of your personal data (legitimate interest)**  To process your application, we need to collect some personal data (such as your name and contact details) from you to allow us to respond to you. You are under no obligation to provide personal data. However, should you decide not to provide us with this personal data, we may not be able to progress your volunteer application. If your application is successful, we will retain your information for the duration of your volunteering and for up to 6 years after you stop volunteering with us, unless we are required by law to hold it longer. If your application is unsuccessful, we will destroy all information within 6 months from the date of application.  🞎 By ticking this box, I consent to Voices in Exile storing and handling my data as outlined above, in accordance with their Data Protection Policy – available on request. |

|  |  |
| --- | --- |
| I confirm that the information I have provided is true and correct to the best of my knowledge. | |
| **Your signature** |  |
| **Date** |  |
|  |  |

**Thank you for taking the time to complete this form. Please return this to** [volcoordinator@voicesinexile.org](mailto:volcoordinator@voicesinexile.org) or Volunteer Coordinator, Voices in Exile. Fitzherbert Centre, 36 Upper Bedford Street, Brighton, BN2 1JP.

**Our recruitment process:**

* We will let you know within 7 working days that we have received your form. If you have not heard from us, please contact [sue.shaw@voicesinexile.org](mailto:sue.shaw@voicesinexile.org)
* We will let you know as soon as possible if you will be invited for an interview. Depending on your role, this may not be formal. This will help us find out more about you and give you the chance to ask questions.
* We will inform you of the result of the interview.
* If you are successful, we will contact your referees.
* If needed, we will ask you to complete a Disclosure and Barring Service(DBS) application.

**Rehabilitation of Offenders Act**

Having a criminal record may not exclude you from volunteering with us. It will depend on the type of offence and the position applied for. **If your volunteering role falls within the Rehabilitation of Offenders Act 1974 or is a specified or regulated activity, we will ask you to complete a DBS check**.

**Equalities, diversity, and inclusion**

Voices in Exileis committed to equality, diversity and inclusion in its recruitment and selection process to help achieve and maintain a diverse team. The criteria used for selecting the right candidate are based solely on merit and ability to do the job. The Equality & Human Rights Commission recommends that employers collect and monitor information to ensure that their recruitment practices are fair and open to all sections of the community. To help us monitor the effectiveness of our equalities, diversity and inclusion policy in this area, please take a few moments to complete this section of the form. Please be assured that this section of the form will be detached from the application form upon receipt and the information provided will not be used as part of the selection process in any way. The information will be treated in confidence and will only be used for monitoring purposes.

Volunteer role applied for:

What is your age?

18-24 🞏 25-34🞏 35-44 🞏 45-54 🞏 55-64 🞏 65+ 🞏 Prefer not to say 🞏

How would you identify your gender?   
Male 🞏 Female 🞏 Trans 🞏 Non-binary 🞏 Other 🞏 Prefer not to say 🞏

How would you identify your sexuality?

Heterosexual 🞏 Bisexual 🞏 Gay 🞏 Lesbian 🞏 Other 🞏 Prefer not to say 🞏

What is your nationality?

How would you describe your ethnic origin?

|  |  |
| --- | --- |
| 🞏 White – British | 🞏 Mixed – White and Black Caribbean |
| 🞏 White - Irish | 🞏 Mixed – White and Black African |
| 🞏 Other White background | 🞏 Mixed – White and Asian |
| 🞏 Black or Black British - Caribbean | 🞏 Other mixed background |
| 🞏 Black or Black British - African | 🞏 Middle Eastern/Arabic |
| 🞏 Other Black background | 🞏 Other ethnic background |
| 🞏 Asian or Asian British - Indian | 🞏 Prefer not to say |
| 🞏 Asian or Asian British - Pakistani |  |
| 🞏 Asian or Asian British – Bangladeshi |  |
| 🞏 Chinese |  |
| 🞏 Other Asian background |  |

The descriptions listed above are those used in the 2001 Census of Population and allow comparison of statistics to be produced. This question is not concerned with your nationality, place of birth or citizenship but aims to establish the broad ethnic groups of people responding to our job advertisements.

Do you consider yourself to have a disability?

Yes 🞏 No 🞏 Prefer not to say 🞏

**Thank you for helping usto monitor the effectiveness of our diversity policy.**