



# VOLUNTEER APPLICATION FORM

Thank you for your interest in volunteering for HAGAM.

Position applied for:

*Please complete all sections of this form, using black ink, black ballpoint pen or typescript. If any sections of the form are not relevant, please put "N/A" in the space provided.*

How did you first hear about this vacancy?

Your availability to volunteer (Please tick as appropriate)

|  |  |  |  |  |                          |
|--|--|--|--|--|--------------------------|
| <b>Monday</b>  | <b>Tuesday</b>   | <b>Wednesday</b>   | <b>Thursday</b>  | <b>Friday</b>  | <b>Saturday</b>          |
| am pm eve  | am pm eve  | am pm eve  | am pm eve  | am pm eve  | am                       |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |

## Section A: Personal Details

Surname:

Home address:

Forenames:

Home telephone:

Mobile:

Postcode:

Email address:

## Section B: Previous Experience

**Please tell us about your employment history starting with your present or most recent employer.**  
(Including relevant voluntary or community work)

| Name of employer     | Position held        | Date from            | Date to              | Main duties          |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |



## Section E: Relevant Skills and Competencies

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Please record below details of any relevant skills, experience, training or qualifications, which make you particularly suited for this position. Please continue on a separate sheet if necessary.

## Section F: Criminal Records Disclosure

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This post is **exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** (as amended). You are therefore **not** entitled to withhold **any** convictions you may have had including any “spent” convictions. **Until a conviction is spent, you are not eligible for volunteering with HAGAM.** Any information you disclose will be kept in strict confidence, and will be used only in consideration of your suitability for this post. You must also disclose if you are currently subject to any kind of probation or supervision order. A previous conviction **will not** necessarily exclude you from volunteering with HAGAM.

I confirm that I have

No **spent** convictions, cautions, reprimands or final warnings

One or more **spent** convictions, cautions, reprimands or final warnings

*Please note: Any offer of volunteering will be subject to a satisfactory disclosure from the Criminal Records Bureau.*

If you have ticked the second of the above statements, please follow the instructions below:

1. On a separate sheet of paper, please record brief details of the offence(s)
2. Record the date and place of judgment and sentence(s) given
3. Place the sheet of paper into a sealed envelope marked private and confidential and attach the envelope to your application form.

## Section G: Applicant's Declaration

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We welcome applications from people with previous problematic drug and/or alcohol use. Applicants must be substance free and not have used alcohol problematically for at least the last two years. This means two years from leaving treatment (where applicable). Applicants who have been through the Criminal Justice System must also be 2 years post-licence.

Please mark the box with an ‘x’ to confirm that you are drug free and have not used alcohol problematically for the last two years and that you are two years post-licence (where applicable).

I declare that the information that I have provided is true and accurate, and in particular, that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent offer of volunteering with HAGAM will be made on the basis of the information I have provided.

Please mark the box with an ‘x’ to confirm that you have read and understood the Applicant's Declaration.

I understand that any offer of volunteering with HAGAM is subject to satisfactory references, and binding in honour only.

I agree that HAGAM may hold and use personal information about me for volunteering reasons, and to keep in touch with me in accordance with the Data Protection Act. This information, including that contained in this form, can be stored on both manual and electronic files.

Signed

Name(Please print your name)

Date



# Equal Opportunities Monitoring

HAGAM is committed to Equality in Employment and aims to employ a workforce which reflects the diverse community it serves. The policy of HAGAM is to appoint the best candidates for any position irrespective of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin, religion or belief.

Without accurate data on the composition of our work force and on job applicants, we are unable to monitor the effectiveness of our policies and procedures. **It is important that you complete this form and return it with your application form. The information that you provide is completely confidential and will be separated from your application prior to the short listing stage of the recruitment process.**

## Personal Details

Position reference number:

Date of birth:

Last name:

Sex:

Male

Female

Forenames:

Number of dependants

Under  
five

School  
age

Other

## Ethnic Group

To which of these groups do you consider you belong? This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified.

Please mark each applicable box with an 'x' (or write in the box if appropriate)

### a. White

British

Irish

### b. Asian or Asian British

Indian

Bangladeshi

Pakistani

Any other white background (please write below)

Any other Asian background (please write below)

### c. Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background (please write below)

### d. Black or Black British

Caribbean

African

Any other black background (please write below)

### c. Chinese

d. Other ethnic group (please write below)

## Disability

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HAGAM operates an interview guarantee scheme for applicants who declare they have a 'disability' (as defined by the Disability Discrimination Act 1995 & 2005). Any 'disabled' applicant who meets the criteria for the position will be offered an interview. To enable the scheme to operate, managers compiling shortlists will be informed when a candidate has a disability.

### Definition of disability

The definition of disability as outlined in the Disability Discrimination Acts 1995 & 2005 is as follows:

"A physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Acts,

- an individual must have, or have had an *impairment* which can be physical or mental
  - the impairment must have *adverse effects which are substantial*, that is something more than minor or trivial
  - it needs to be *long term*, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected
- and
- the impairment must *affect day to day activities at work* on a regular basis

The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger

Some examples now covered by the DDA Acts include: mental illness or mental health problems, learning disabilities, diabetes, epilepsy, cancer, HIV and MS.

**Before marking the appropriate box with an 'x' below**, please ensure you have read the definition of disability above.

I **do** consider myself to have a disability as defined by the DDA (as detailed above).

I **do not** consider myself to have a disability as defined by the DDA (as detailed above).

## Data Protection Act

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HAGAM will process all data in compliance with the provisions of the Data Protection Act 1998. Please sign below to give your explicit consent that the information which you give on this form may be processed in accordance with HAGAM's registration under the Data Protection Act 1998.

Please mark the box with an 'x' to confirm you have read and understood the above.

Signed

Name (Please print your name)

Date