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| **VOLUNTEER APPLICATION FORM** |

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| ***TITLE: (Mr/Miss/Mrs/Other):*** | ***NAME:*** | ***DATE:*** |

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| ***PLEASE SPECIFY WHICH VOLUNTEER OPPORTUNITY / OPPORTUNITIES YOU ARE APPLYING FOR:*** | |
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| ***CONTACT DETAILS*** | | | |
| ***ADDRESS*** *(Student Volunteers, please provide your home address* ***AND*** *your address whilst at University)****:*** | | | |
| ***TELEPHONE:*** | ***Daytime:*** | | ***Evening:*** |
| *When is the best time to contact you?* | | | |
| ***EMAIL ADDRESS:*** | | | |
| ***EMERGENCY CONTACT 1:*** | | | |
| ***Name:*** | | ***Relationship:*** | |
| ***Daytime Telephone:*** | | ***Evening Telephone:*** | |
| ***EMERGENCY CONTACT 2:*** | | | |
| ***Name:*** | | ***Relationship:*** | |
| ***Daytime Telephone:*** | | ***Evening Telephone:*** | |

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| ***EMPLOYEMENT STATUS*** | | | | | |
| ***Employed Full-time*** |  | ***Unemployed*** |  | ***Retired*** |  |
| ***Employed Part-time*** |  | ***Full-time Study*** |  | ***Parent/Carer*** |  |

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| ***REFERENCES*** | | | |
| ***Please supply the name and address of two Referees, who have known you for at least two years. They should be someone who knows you in a work or professional capacity (for example: Employer, Manager, Colleague, Tutor). They should not be a relative.*** | | | |
| ***Reference 1*** | | ***Reference 2*** | |
| ***Name:*** | | ***Name:*** | |
| ***Position:*** | | ***Position:*** | |
| ***Address:***  ***Tel number*** | ***Tel:*** | ***Address:***  ***Tel number*** | ***Tel:*** |
| ***E mail:*** | | ***E mail:*** | |

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| ***Please tell us about yourself; Any work you do/have done, any other Volunteering and any Hobbies or Leisure Interests.*** *Please continue on a separate sheet if necessary.* |
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| ***Please use this space to tell us why you would like to become a MOTIV8 Volunteer and about the Skills, Knowledge and Experience you have or hope to develop through volunteering with us.*** *Please continue on a separate sheet if necessary.* |
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| ***HOW DID YOU HEAR ABOUT BECOMING A VOLUNTEER?*** *Please tick:* | | |
| ***Through a friend:*** |  |  |
| ***Newspaper:*** *(Please state which one):* |  |  |
| ***Leaflet:*** *(Please state where):* |  |  |
| ***Poster:*** *(Please state where):* |  |  |
| ***Local Volunteer Centre:*** *(Please state):* |  |  |
| ***Portsmouth University Purple Door*** |  |  |
| ***Other:*** *(Please state):* |  |  |

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| ***DATE PROTECTION ACT:***  ***Information you give us may be stored on a computer and used for purposes of administration, monitoring and evaluation. The keeping of computerised personal records is governed by the Data Protection Act 1984. This Act gives you the right to ask for and to receive a copy of the computerised information held about you by MOTIV8.***  ***All information obtained by MOTIV8 will be treated with the strictest confidence and will not be disclosed to any unauthorised person. However, MOTIV8 operates an Open File Policy around information held on volunteers, which means that you may access all information held about you.*** | |
| ***I WISH TO VOLUNTEER WITH MOTIV8 AND THE INFORMATION THAT I HAVE GIVEN IS CORRECT AT THE DATE OF THIS APPLICATION.*** | |
| ***FORENAME:*** | ***SURNAME:*** |
| ***SIGNED:*** | ***DATE:*** |

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| ***REHABILITATION OF OFFENDERS ACT 1974***  ***(Exemption) Order 1975, (Exemptions) (Amendments) Order 1986***  ***The provisions relating to the non-disclosure of criminal convictions do not apply to certain occupations and activities. The activities for which you are volunteering are exempted under the above order; therefore it is necessary for you to disclose any criminal conviction even if, under the Rehabilitation of Offenders Act, they would otherwise be regarded as “spent”. Having a criminal record will not exclude you from volunteering unless it was received within the last two years or the nature of the conviction is considered to render you unsuitable. All volunteers will be required to complete a DBS check, and will be added to the update service and checked annually.***  ***Failure to disclose this information could lead to your application being rejected. Any information that you share with us will be treated with the strictest confidence.*** | | | | |
| ***Have you received a Reprimand or Final Warning at any time?*** | **YES** |  | **NO** |  |
| ***Have you been Cautioned or Convicted of any criminal offence at any time?*** | **YES** |  | **NO** |  |
| ***Have you been Charged with any offence, which has not yet been brought to trial?*** | **YES** |  | **NO** |  |
| ***If you ticked YES to any of the above questions, please use this space to provide details:*** | | | | |
| ***PLEASE NOTE: Applications from people who have a history of substance misuse will only be considered once they have been at least two years clear of any such misuse.*** | | | | |

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| **Please return this application via email to:** |
| **marina.tuck@motiv8south.org.uk**  Please title your email ‘Volunteer Application’ in the subject line. |

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**Equal Opportunities Monitoring Sheet**

Motiv8 is committed to being an equal opportunities employer. The aim of our policy is to ensure that all volunteer applicants are treated equally irrespective of race, colour, ethnic or national origin or religion, political views or membership, sexuality, age, marital status, disability, gender reassignment, pregnancy/ recent child birth or trade union membership. To assist in monitoring this policy, and for no other reasons please complete this questionnaire. This information will be kept strictly confidential. It will not be seen or used during the selection process and will be used for statistical monitoring only. To carry out this approach we need your assistance and would be grateful if you would provide the information requested. None of the questions are compulsory. After recording the information for statistical purposes the form will be shredded/ deleted.

N.B. most posts are exempt from the Equality Act 2010, Schedule 9, Part 1

**Please mark the appropriate boxes below**

|  |  |
| --- | --- |
| **Age** |  |

|  |  |
| --- | --- |
| **Date of birth** |  |

**Gender identity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Intersex |  |
| Non binary |  | Prefer not to say |  | Preferred term |  |

**Relationship status (please tick one option)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Civil Partnership |  | Co-habiting | |  | Single |  |
| Married |  | Other (please specify) |  | | | |
| Prefer not to say |  |

**Sexual Orientation – Please tick one option**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Heterosexual/straight |  | Gay woman/Lesbian | |  | Gay man |  |
| Bisexual |  | Other (please specify) |  | | | |
| Prefer not to say |  |

**Religion/Belief – Please tick one option**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No religion |  | Christian | |  | Buddhist |  |
| Sikh |  | Hindu | |  | Muslim |  |
| Jewish |  | Other (please specify) |  | | | |
| Prefer not to say |  |

**Racial/Cultural Origin – Please tick one option**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White | | | | | |
| British/English/Welsh/Scottish/ Northern Irish |  | Irish |  | Gypsy/ Irish Traveller |  |
| Roma |  | Other White background (please specify) | | | |
|  | | | | | |
| Asian or Asian British | | | | | |
| Bangladeshi |  | Chinese |  | Indian |  |
| Pakistani |  | Other Asian background (please specify) | | | |
|  | | | | | |
| Black or Black British | | | | | |
| Caribbean |  | Somali |  | Other African |  |
| Other Black Background (please specify) | | | | | |
|  | | | | | |
| Mixed/Multiple heritage | | | | | |
| White and Black Caribbean |  | White and Black African |  | White and Asian |  |
| Other mixed background (please specify) | | | | | |
|  | | | | | |
| Other Ethnic Group | | | | | |
| Yemeni |  | Other Arab |  | Other ethnic group (Please specify) | |
|  | | | | | |
| Prefer not to say |  |

**Disability**

*A disability is an impairment that has (or is likely to have) a substantial (more than minor), adverse, long-term (more than a year) effect on the ability to carry out normal day-to-day activities.*

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| --- | --- | --- | --- | --- | --- |
| Do you consider yourself to be a disabled person? | | | | | |
| Yes |  | No |  | Prefer not to say |  |

What is the effect or impact of your disability or health condition on your ability to give your best whilst volunteering? Please write in here:

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The information in this form is for monitoring purposes only.

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| **Substance Misuse Monitoring**  Do you have any history of substance misuse that we should be aware of? If so, please indicate below. Please note that if these issues are current or are within the last 2 years, additional information may be required. Please note that any disclosures will be confidentially reviewed after recruitment and on an individual basis. |

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**Unpaid Caring Responsibilities**

*A carer is anyone who provides unpaid care by looking after or giving help or support to family members (including a disabled child), friends, neighbours or others because of long-term physical or mental ill health/disability, or problems related to old age.*

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| Are you an unpaid Carer? | | | | | |
| Yes |  | No |  | Prefer not to say |  |

**Please choose one option below if answered yes**

|  |  |
| --- | --- |
| Primary carer of child/children under 18 |  |
| Primary carer of disabled child/children |  |
| Primary carer or disabled adult (over 18) |  |
| Primary carer of older person |  |
| Secondary carer (another person carries out main caring role) |  |