#  **Volunteer Application Form**

Office Use Only: Date Location/s:

Please refer to the volunteering information pack before completing this form.

**Personal Information:**

|  |  |
| --- | --- |
| Title |  |
| Forenames |  |
| Surname |  |
| Address |  |
| Post Code |  |
| Telephone (home) |  |
| Mobile |  |
| Email |  |

|  |  |
| --- | --- |
| Preferred contact method: |  |

1. Please tell us why you are interested in volunteering in the substance use field and what you would like to gain from volunteering with Barod ?

2. Please describe the skills, knowledge, experience and values that you possess that you feel are required to be a volunteer. (Include information such as your hobbies and interests.)

**Experience: Qualifications and training**

Please list any qualifications / training that you feel maybe relevant to volunteering:

|  |  |  |
| --- | --- | --- |
| Course Title | Year | Course Provider |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Work or voluntering experience**

Please list any paid or voluntary work experience you have:

|  |  |  |  |
| --- | --- | --- | --- |
| Agency name & address | Dates (from / to) | Brief description of duties | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**You are welcome to submit a CV with your application, or attach continuation sheets.**

**Volunteering Preferences:**

Please tick the relevant box(s) below to provide an indication of the area you would like to volunteer in:

|  |  |  |  |
| --- | --- | --- | --- |
| Location | Preference | Location | Preference |
| Aberystwyth |  | Pontypridd |  |
| Cardigan |  | Pontypool |  |
| Haverfordwest |  | Caerphilly |  |
| Llanelli |  | Swansea |  |
| Swansea |  | Aberdare |  |
| Bridgend |  | Merthyr Tydfil |  |
| Cardiff |  | Ebbw Vale |  |
| Newport |  | Other (please specify) |

Across most of our covered areas, we have an Adults Service and Children/Young Persons Service. Please tick below to indicate your preference. Please note, volunteering opportunities may not always be available within your preferred age range.

|  |  |
| --- | --- |
| Adults | Children/Young People |
|  |  |

Please tick below to indicate whether you are interested in volunteering with us regularly (where you are available for at least eight hours per week and would complete our Volunteer Development Programme) or on a more casual basis (where we would contact you when help is required e.g. at events).

|  |  |
| --- | --- |
| Regular Volunteering | Casual Volunteering |
|  |  |

Please tick below to indicate your availability, giving additional details where needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| AM |  |  |  |  |  |
| PM |  |  |  |  |  |

**Other information:**

Do you have a full driving license? Yes / No

Do you have your own transport? Yes / Have Access to transport / No

|  |  |
| --- | --- |
| Fluent |  |
| Confident learner |  |
| Learner |  |
| No |  |

Do you speak Welsh?

**DBS and Reference Checks:**

Due to the nature of our work, most placements within Barod are subject to a Disclosure and Barring System (DBS) check. If you have any questions about this, please contact Barod Head Office. Not all offending history would prevent you on volunteering, so please check if unsure.

We ask for **at least one**, or if possible two references that may be taken up prior to your placement. Acceptable references will include teachers, tutors, former employers, other agency support staff or workers, volunteer posts as well as community members. Please remember to ask permission from your referees where possible as all references will be checked.

**Referees:**

|  |  |
| --- | --- |
| Name: | Name: |
| Job title: | Job title: |
| Relationship to you: | Relationship to you: |
| Contact address:Contact number:Email: | Contact details:Contact number:Email: |

**Access and adjustments:**

Should your application be successful you will be invited to attend an informal interview. Do you have any requirements are there any adjustments we can make to ensure that you are can attend with ease?

# EQUAL OPPORTUNTIES MONITORING INFORMATION PROFORMA



**STRICTLY CONFIDENTIAL**

Please complete and return with your completed application form. You may choose not to provide certain information and this will not affect the selection process.

In accordance with Barod’s Equal Opportunities Policy and Recruitment and Selection Policy, Barod will select new employees on job-related criteria, as outlined in the person specification. Barod welcomes staff diversity and is an equal opportunities employer. We aim to ensure that no job applicant or employee will receive less favourable treatment on the grounds of sex, marital status, gender reassignment, race, colour, nationality, ethnic origin, disability, religion or belief, political belief, sexual orientation, pregnancy or childbirth, membership of a trade union, part time working or age.

The information you give on this form will be held for monitoring purposes only; it will be detached from the application form and will not be available to line managers, link workers or anyone involved in the short-listing or selection process.

|  |  |
| --- | --- |
| **Name:** |  |
| **Opportunity applied for:**  |  |

|  |
| --- |
| **Age:**Please give your age range by ticking the appropriate box: |
|  16-25  |  26-35  |  36-45  |  46-55  |  over 56 |  Rather not disclose |

|  |
| --- |
| **Gender:**Please specify:  |

|  |
| --- |
| **Sexual Orientation:**Please describe your sexual orientation by ticking the appropriate box: |
|  Heterosexual / Straight |  Gay Man |  Gay Woman / Lesbian |
|  Bisexual |  Rather not disclose |

|  |  |
| --- | --- |
| **Nationality:** |  |

|  |
| --- |
| **Ethnic Origin:**Please describe your ethnic origin by ticking the appropriate box: |
| **White** |
|  English |  Scottish |
|  Welsh |  Irish |
|  Any other white *(please specify):* |
| **Mixed** |
|  White and Black Caribbean |  White and Black African |
|  White and Indian |  White and Chinese |
|  Any other mixed *(please specify):* |
| **Asian** |
|  Indian |  Pakistani |
|  Bangladeshi |  Chinese |
|  Other *(please specify):* |
| **Black** |
|  African |  Caribbean |
|  Any other Black *(please specify):* |
| **Other** |
|  Other (Please specify): |
|  Rather not disclose |
| **Have you ever sought, or are you currently seeking, help for a substance misuse problem?** |  Yes |   No |
|  If yes, please describe what, how long ago and any ongoing issues/prescription: |

|  |
| --- |
| **Do you have a disability as defined under the Disability Discrimination Act 1995?** That is: Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day to day activities? |
|  Yes |  No |  Rather not disclose |
|  If yes, please describe the nature of your disability: |

|  |
| --- |
| **Please detail below any reasonable adjustments we need to consider, due to a disability, if you are invited to interview for a volunteering place.** For example access to interview rooms, alternative equipment, etc. |
|  |

|  |
| --- |
| **How did you hear about this volunteering opportunity?**Please tick the appropriate box: |
|  Barod Website  |  Barod Internal Advert |
|  Friend, Relative, Colleague  |  College / Place of Education  |
|  Event / Job Fayre  |  Barod Staff Member / Volunteer |
|  Other Voluntary organisation (*please specify):* |
|  Other (*please specify):* |

|  |
| --- |
| **How are you submitting your application?** Please tick the appropriate box: |
|  By Post |  By Email |  In Person  |  other |

**submitting your application:**

If completing by hand, please use additional sheets where necessary.

Applications can be submitted by email to: volunteer@barod.cymru

or post to: Barod, 1st Floor. 114 Lower Dock Street, Newport. NP20 2AF

If you have any questions, please email volunteer@barod.cymru or contact our Head Office on 01633 439813