We endeavour to make our application process as accessible as possible. If you require any assistance in completing the form, require a different format or have any queries, please contact us via email volunteering@second-step.co.uk or call 0117 9096630 to leave a message for the Volunteering Service, we will get back to you as soon as possible.

Shortlisting is done purely based on this application form; please **do not** send CVs or other documentation. Please ensure that all relevant information is contained within this form.

Please go to the next page to complete your application form, we look forward to receiving it.

Best wishes

Volunteering Team Second Step

**Volunteer Application Form**

**Personal Details**

Name:

Date of Birth:

(You must be aged over 18 to volunteer with us)

Address:

Telephone number:

Email address:

Do you have a valid (issued within the last year) DBS Enhanced Adult Workforce certificate? Yes [ ]  No [ ]

Do you identify as a ‘peer’? This refers to somebody willing to use their lived experience within the role, such as mental health issues, a history of drug/alcohol addiction, homelessness, or offending history: Yes [ ]  No [ ]

Please tell us how you heard about volunteering with Second Step:

☐ Word of mouth ☐

☐ Social media

☐ Posters

☐ Google search

☐ Website

☐ Second Step Recruitment

☐ Voscur

☐ Other organisations – if so which one? ....................................................

☐ Other – please give info

 …............................................................................

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Availability**

Are you able to commit up to 3hours a week between the hours of 9 – 5 Monday to Friday?

**Yes** **No**

[ ]

**About you**

Please use the space below to tell us about you and why you are applying to volunteer with Second Step, please let us know the skills and experience you can bring to the role. This could include your own lived experience.

|  |
| --- |
|  |

**References**

Please provide the names of two people we can request a reference from who can comment on your suitability for this role.

Your referees should be people who have known you for at least 1 year. At least one of your referees should have known you professionally, e.g., an employer, tutor, or support worker.

If you cannot supply a referee who has known you both for 1 year and professionally, please supply contacts that know you well but are not family members.

Please contact us if you have any questions about references.

**Reference One:**

Name:

Relationship to you:

How long have you known this person?

Email Address:

**Reference Two:**

Name:

Relationship to you:

How long have you known this person?

Email address:

|  |
| --- |
| **Certification and Consent** |
| I certify that the details in this application are correct and agree that any enquiries may be made, or documentation requested to substantiate all statements made by me. I give my consent to record this information confidentially, and for it to be used to identify suitable opportunities for me, and for statistical purposes.  |
| **Printed Name** |  |
| **Signature –** Please type if completing electronically. |  |
| **Date** |  |

**Equal Opportunities Monitoring Form**

Any information you give to Second Step on this form will be treated in the strictest confidence. We will only use this information in accordance with the Data Protection Act for the purposes of combating discrimination and encouraging diversity. This information may be stored on manual and computer files.

 **ETHNICITY**

 **White**

British [ ]

 Irish [ ]

Gypsy/Romany [ ]  Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_

Eastern European [ ]  Pease specify \_\_\_\_\_\_\_\_\_\_\_\_\_

 Other [ ]  Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed Race/Dual Heritage**

 White and Black Caribbean [ ]

 White and Black African [ ]

 White and Asian [ ]

 Other [ ]  Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian or Asian British**

 Indian [ ]

 Pakistani [ ]

 Bangladeshi [ ]

 Chinese [ ]

 Other [ ]  Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black** **or Black British**

 African [ ]

 Somali [ ]

 Caribbean [ ]

 Other [ ]  Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any Other Background**

 Arab [ ]

 Iranian [ ]

 Iraqi [ ]

 Kurdish [ ]

 Turkish [ ]

 Other [ ]  Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Preferred not to state [ ]

 **GENDER**

 Male [ ]  Female [ ]  Transgender [ ]  Prefer not to state [ ]

 **AGE**

18-24[ ]  25-34[ ]  35-44 [ ] 45-54[ ]  55-64[ ]  65+[ ]

Prefer not to state [ ]

 **DISABILITY**

Do you have a disability you wish to tell us about? If so, please specify below

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **SEXUAL ORIENTATION**

 Heterosexual [ ]  Gay [ ]  Lesbian [ ]  Bisexual [ ]

 Prefer not to state [ ]

 **RELIGION**

 Buddhist [ ]

 Christian [ ]

 Hindu [ ]

 Jewish [ ]

 Muslim [ ]

 Sikh [ ]

 None [ ]

 Other [ ]  Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Prefer not to state [ ]

 **ARE YOU EX-ARMED FORCES PERSONNEL?**

Yes [ ]  No [ ]  Prefer not to state [ ]