

**LINCOLNSHIRE ACTION TRUST**  
**Volunteer Mentor Application Form**

Thank you for your interest in our Volunteer Mentoring project.

We can accept forms completed by hand or electronically.

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To complete this form electronically, please save it to your computer and rename the file with your name and the position you are applying for. Alternatively, please print it off and complete it by hand.

To assist us to monitor the diversity of our workforce, we have an optional Equal Opportunities Form available on our website.

Once you have completed the Application Form, please send it back to us:

By attaching the document/s to an email and sending to [volunteering@LATcharity.org.uk](mailto:volunteering@LATcharity.org.uk)

or

By enclosing the document/s in an envelope marked 'Private and Confidential' to:  
Business Support Assistant, Lincolnshire Action Trust, Lincoln House, 37 Newland, Lincoln LN1 1YA

Please ensure you use the correct postage to avoid delays in us receiving the application.

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If you need any assistance completing the form, please contact us at [hello@LATcharity.org.uk](mailto:hello@LATcharity.org.uk)

<b>Information</b>		
Title:	Forename(s):	Surname:
Date Of Birth:		
Address:		
Postcode:		
Email Address:		
Home Phone Number:		
Mobile Number:		
Work Number (if we may contact you at work):		

<b>Please tell us where you heard about this role:</b>			
LAT Website		Local Press	
Voluntary Centre Services		Social Media	
Jobs Website (Please state):		Other (Please state):	

<b>Equal Opportunities:</b>
Lincolnshire Action Trust is an equal opportunities employer and will invite applicants with disabilities for interview if they meet the essential criteria for the role. Do you consider that you have a physical or mental impairment that has a substantial and long-term* adverse effect on your ability to carry out normal day-to-day activities? <i>*Long-term means that it has lasted, or is likely to last, for over a year.</i>
Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
If you have stated yes, please advise of any specific requirements you have to assist you with an interview and we will try to make the necessary arrangements:

<b>Are you studying at the present time? If yes, please give details including planned end date:</b>

<b>Please also inform us of your availability in Lincolnshire throughout the year:</b>

**Experience**

Please highlight any relevant experience that may assist you in this role (e.g. employment, volunteering, qualifications, etc...)


**Additional Information to support your application**

What is your understanding of the Volunteer Mentor project?

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Why would you like to become a Volunteer mentor within the Criminal Justice System?

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How would you use your previous experiences within this role?

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Strictly Confidential

What skills or qualities do you have that you think would be beneficial to this role?

What hobbies or interests do you have?

Do you have any medical conditions?

**Emergency contact details**

Name:

Relationship to you:

Contact phone number:

Address:

**When are you available? Please tick**

<b>Monday</b>	Morning		Afternoon		Evening	
<b>Tuesday</b>	Morning		Afternoon		Evening	
<b>Wednesday</b>	Morning		Afternoon		Evening	
<b>Thursday</b>	Morning		Afternoon		Evening	
<b>Friday</b>	Morning		Afternoon		Evening	
<b>Saturday</b>	Morning		Afternoon		Evening	
<b>Sunday</b>	Morning		Afternoon		Evening	

**Referees**

It will be necessary for us to take up at least 2 references. Please name two suitable people whom we can approach. Each must have known for at least two years (and not be a family member).  
If you are employed, one reference must be from your current/last employer.

Referee 1 Name:	Referee 2 Name:
Job Title:	Job Title:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:
Relationship to you:	Relationship to you:

**Disclosure of Criminal Records**

LAT actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates. LAT recognises the contribution that people with criminal records can make as employees and volunteers, and welcomes applications from those with a criminal record. We select all candidates for interview based on their skills, qualifications and experience.

Due to the nature of this role, it is exempt from the requirements of the Rehabilitation of Offenders Act 1974. Applicants are therefore required to declare any previous criminal convictions or cautions, spent or unspent, which would not be filtered by the Disclosure and Barring Service. However, we do not require you to disclose these at the application stage. Should your application be progressed, we ask you disclose any convictions during the interview. If you have convictions to disclose, you may do this either verbally during the interview, or as a written statement to bring to the interview. Any information disclosed will be treated in the strictest confidence.

We will then consider any information disclosed separately to the competencies demonstrated during the interview. Disclosures will be looked at on an individual basis, taking into account the following:

- whether it's information we are legally allowed to consider
- whether each offence is relevant to the position applied for
- the seriousness of each offence
- your age at the time of the offence(s)
- the length of time since the offence(s)
- whether there is a pattern of offending behaviour
- the circumstances surrounding the offence(s) and the explanations provided
- whether the circumstances have changed since

LAT will seek confirmation of criminal history from the Disclosure and Barring Service (DBS) before confirming the appointment of any person to this role. It is important to understand that failure to declare at interview any convictions or cautions, including disciplinary action, that are subsequently made known to the employer on a DBS check may be grounds for instant dismissal.

**Barred Lists**

This role involves regulated activity with children. Are you on the Children's Barred List? Yes  No

This role involves regulated activity with adults. Are you on the Adult's Barred List? Yes  No

The role of the Volunteer working within the Criminal Justice System is demanding and requires a high level of personal integrity. Lincolnshire Action Trust and partnership organisations have a duty to ensure public confidence in those who become accredited volunteers. Is there any other information relevant to your application of which we should be aware?

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**Declaration:**

I confirm that the information I have provided, including information regarding criminal convictions, is true and accurate. I understand that false information may result in dismissal.

Signature:

Date:

Lincolnshire Action Trust is registered with the Information Commissioner and fully complies with the Data Protection Act 1998. All information is handled sensitively, stored securely and used only for its intended purpose.



Application Number:	Shortlisted:
Date Received:	Interview: