

## **LINCOLNSHIRE ACTION TRUST Volunteer Application Form**

Thank you for your interest in volunteering with Lincolnshire Action Trust.

We 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. The completed form can then be emailed or posted back to us.

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)
  - enclosing the document/s in an envelope marked 'Private and Confidential' to 'Volunteer Coordinator, 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 [volunteering@latcharity.org.uk](mailto:volunteering@latcharity.org.uk)

**Personal Information:**

Title:	Forename(s):	Surname:
Date of Birth:		
Address:		
Email:		
Home phone:		Mobile phone:

**Please specify which role you are interested in applying for:**

*Please tick your preferred role, however this does not limit you to changing roles or participating in more than one role in the future*

Visits Centre Volunteer	
Play Area Volunteer	
Volunteer Mentor – including MOVE, Healthy Foundation, Departure Lounge and Women’s Service mentoring	
Volunteer Befriender	
Family Visits Volunteer	

**Preferred location for volunteer role:**

*Not all roles are available in all locations, please see role description for specific location information*

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**Please tell us where you heard about this role:**

LAT website		Social Media	
Voluntary Centre Services		Local Press	
University		Other (please state) -	

**Equal Opportunities**

Lincolnshire Action Trust is an equal opportunities organisation. Applicants who declare a disability will be invited for interview if they meet the essential criteria for the role. Do you consider yourself to 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?

*\*long-term meaning that it has lasted, or is likely to last, for over a year*

Yes

No

Prefer not to say

**If you have answered yes, please advise of any specific requirements you have to assist you with an interview and we will try to make the necessary arrangements:**

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**Please give an idea of when you would be available to volunteer? 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	

**If you are currently studying, please provide details of what year of study you are in and what course you are completing:**

*Please note that whatever the response, this will not affect your application. The information helps us to manage the recruitment process more efficiently*

**Experience**

Please highlight any relevant experience that may assist you in this role (e.g. employment, volunteering, qualifications, life experience, etc...) whilst referring to the role description.

**Additional information to support your application**

What is your understanding of the role you are applying for?

Why would you like to become a volunteer within the Criminal Justice System

How would you use your previous experience in the role you are applying for?

What skills or qualities do you have that you feel would be beneficial to the role you are applying for?

What hobbies or interests do you have?

Do you have any medical conditions you feel we should be aware of?

## References:

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 you for at least two years (and not be a family member). If you are employed, one reference should be from your current/last employer.

Name:
Job title:
Address:
Phone number:
Email:
Relationship to you:

Name:
Job title:
Address:
Phone number:
Email:
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?

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

