

LINCOLNSHIRE ACTION TRUST Volunteer Application Form

Thank you for your interest in Volunteering opportunities with Lincolnshire Action Trust.

We accept forms completed by hand or electronically.

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 printed and posted back to us.

If you'd prefer to complete the form by hand, please choose the PDF version.

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 either:

- attaching the document/s to an email and sending to volunteering@LATcharity.org.uk
- enclosing the document/s in an envelope marked 'Private and Confidential' to HR 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.

If you need any assistance completing the form, please contact us at hello@LATcharity.org.uk

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| Volunteering role/s you are interest in: | Location/s: |
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|--|--------------|----------|
| 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): | | |

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|--|--------------------------|-----------------------|--------------------------|
| Please tell us where you heard about this role: | | | |
| LAT website | <input type="checkbox"/> | Local press | <input type="checkbox"/> |
| Voluntary Centre Services | <input type="checkbox"/> | Social Media | <input type="checkbox"/> |
| Jobs website (Please state): | <input type="checkbox"/> | Other (Please state): | <input type="checkbox"/> |

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|--|---------|--------------------------|-----------|--------------------------|---------|--------------------------|
| When are you available? Please tick | | | | | | |
| Monday | Morning | <input type="checkbox"/> | Afternoon | <input type="checkbox"/> | Evening | <input type="checkbox"/> |
| Tuesday | Morning | <input type="checkbox"/> | Afternoon | <input type="checkbox"/> | Evening | <input type="checkbox"/> |
| Wednesday | Morning | <input type="checkbox"/> | Afternoon | <input type="checkbox"/> | Evening | <input type="checkbox"/> |
| Thursday | Morning | <input type="checkbox"/> | Afternoon | <input type="checkbox"/> | Evening | <input type="checkbox"/> |
| Friday | Morning | <input type="checkbox"/> | Afternoon | <input type="checkbox"/> | Evening | <input type="checkbox"/> |
| Saturday | Morning | <input type="checkbox"/> | Afternoon | <input type="checkbox"/> | Evening | <input type="checkbox"/> |
| Sunday | Morning | <input type="checkbox"/> | Afternoon | <input type="checkbox"/> | Evening | <input type="checkbox"/> |

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| Additional Information to support your application |
| What is your understanding of Volunteering with LAT? |
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| Why would you like to become a Volunteer within the Criminal Justice System? |
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| How would you use your previous experiences within this role? |
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| What skills or qualities do you have that you think would be beneficial to this role? |
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| What hobbies or interests do you have? |
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| Do you have any medical conditions that we should be aware of? |
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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 us on a DBS check may be grounds for instant dismissal.

| 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: |
| Relationship to Referee: | Relationship to Referee: |
| Address: | Address: |
| Telephone No: | Telephone No: |
| Email: | Email: |
| Relationship to you: | Relationship to you: |

| Declaration | |
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| I confirm that the information I have provided is true and accurate. | |
| 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.



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| Application Number: | Shortlisted: |
| Date Received: | Interview: |