# **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.

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.

**Personal Information**

|  |  |  |
| --- | --- | --- |
| Title: | Forename(s): | Surname: |
| Date of Birth: | | |
| Address (please specify if you intend to relocate during a part of the year): | | |
| Email: | | |
| Mobile Number: | | National Insurance number: |

Please specify which role you are interested in applying for:  
If you are interested in more than one role, please indicate your priority by numbering them (1 – most interested, 5 – least interested).

|  |  |
| --- | --- |
| Volunteer Mentor (please specify which area)  Women’s Service, Personal Wellbeing, Young Oasis |  |
| Women’s Services Group Assistant |  |
| Personal Wellbeing Group Assistant |  |
| Departure Lounge Assistant |  |
| Prison Visits Assistant |  |

Which location would you like to volunteer in?

|  |
| --- |
|  |

Please indicate your availability to volunteer

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Morning |  | Afternoon |  | Evening |  |
| Tuesday | Morning |  | Afternoon |  | Evening |  |
| Wednesday | Morning |  | Afternoon |  | Evening |  |
| Thursday | Morning |  | Afternoon |  | Evening |  |
| Friday | Morning |  | Afternoon |  | Evening |  |
| Saturday | Morning |  | Afternoon |  | Evening |  |
| Sunday | Morning |  | Afternoon |  | Evening |  |

In the box below, please indicate what your experience is relating to the role you’re applying for (this can be employment, qualifications, life experience etc.)

|  |
| --- |
|  |

In the box below, please give insight as to why you would like to volunteer within the Criminal Justice System, specifically with Lincolnshire Action Trust

|  |
| --- |
|  |

In the box below, what are your skills or qualities that you feel would be beneficial to you in this role?

|  |
| --- |
|  |

In the box below, what do you aim to get out of volunteering with Lincolnshire Action Trust?   
Please note, LAT are unable to provide access for students to complete research with service users.

|  |
| --- |
|  |

**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?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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:

|  |
| --- |
|  |

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. Its 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.

This role may involve regular activities around / with children. Are you on the Children’s Barred List?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

This role may involves regular activities with adults. Are you on the Adult’s Barred List?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Previous Employment and Voluntary History (please explain any gaps)** | | | | | | |
| Name & Address | From / To | Position | Main Responsibilities / Activities | Salary / Hourly Rate | Reason for Leaving | Able to Request Reference? |
|  |  |  |  |  |  |  |

Due to the nature of the voluntary roles available, references are required. Please give two referees, one of whom should be your present/most recent employer if applicable (or all previous employers within the previous three years). Please continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference One** | | **Reference Two** | |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Relationship to you |  | Relationship to you |  |
| Address |  | Address |  |
| Email |  | Email |  |
| Phone Number |  | Phone Number |  |

**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 General Data Protection Regulation legislation. All information is handled sensitively, stored securely and used only for its intended purpose.

