**Volunteer Application Pack**

**For a full list of volunteer positions available at Hertfordshire Mind Network, please visit our website** [**www.hertfordshiremind.org/join-us/volunteer-with-us**](http://www.hertfordshiremind.org/join-us/volunteer-with-us)

**If you need help completing this form, please call us on: 02037 273600**

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| --- | --- |
| **Full Name:** |  |
| **Date of Birth** |  |
| **Address**  **(including postcode)** |  |
| **Telephone** |  |
| **Mobile** |  |
| **Email** |  |

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| **Where did you hear about volunteering with Hertfordshire Mind Network?** |
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| **What role are you interested in?** |
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| **What centre are you looking to volunteer at? e.g. Watford, Hemel, Borehamwood, Letchworth, Stevenage, Ware, Waltham Cross or Bishop Stortford.** |
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| **Please let us know what attracted you to volunteering with Hertfordshire Mind Network** |
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| **Please tell us a little more about you and what skills and qualities you feel make you suitable for this volunteer role** *(please note if we receive a large number of applications for a role, we will use this information to shortlist for the volunteer interview. Please refer to the volunteer role description)* |
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**Please provide details below of two referees who you have known for longer than one year.  Referees must not be provided by a relative or anyone sharing your home.**

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Address** |  |  |
| **Telephone** |  |  |
| **Email** |  |  |

I declare that the information on this form is correct to the best of my knowledge:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sign** |  | **Date** |  |

**Please return your application to:**

**Post**: Hertfordshire Mind Network, 501 St Albans Road, Watford, WD24 7RZ

**E-mail:** [volunteer@hertsmindnetwork.org](mailto:volunteer@hertsmindnetwork.org)

**What happens next?**

If your application is successful, we will contact you to arrange a time for you to come in and meet us where we will discuss volunteering opportunities.

If you are still interested in volunteering and we feel there could be volunteer opportunities for you, we will invite you to attend a two-day training course. Attendance of the training course is required before you start volunteering with us and we will use the training course as part of the volunteer selection process.

Upon successful completion of the course you will be required to have a reference and DBS check prior to starting your volunteering with Hertfordshire Mind Network.

**HERTFORDSHIRE MIND NETWORK POLICY ON THE RECRUITMENT OF EX OFFENDERS**

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.

Hertfordshire Mind Network undertakes not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for interview based on their skills, qualifications and experience

We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, the Hertfordshire Mind Network may request details of your entire criminal record or only of ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent with the Application Form and Person Specification form to the designated person within the Hertfordshire Mind Network (see Covering Letter for details of that person) and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that, for the successful candidate, this information will be verified by requesting a Disclosure statement\* from the Disclosure and Barring Service before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in the Hertfordshire Mind Network who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex offenders e.g., the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of any offences. However, we should make it clear that as the nature of the Hertfordshire Mind Network’s work brings its workers into contact with children, young people\*\* and/or vulnerable adults a criminal record or other information which makes the application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service\* [DBS] to assess applicants’ suitability for positions of trust, this policy complies with the DBS Code of Practice.

*\* Applicants for certain positions who are made a conditional offer of employment will be subject to a criminal record check – known as Disclosure - from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.*

*\*\* young people are those under 18 years of age*

# DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be ‘spent’. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 [Exceptions Order] gives some **exemptions** from the Act, whereby details of ‘spent’ convictions have to be declared. One of these exemptions is working with vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and ‘unspent’.

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| **The information you provide will remain confidential** | | |
| Name: | Position applied for: | |
| Do you have any disclosures | Yes  No | |
| Please give details, including date, offence and, where appropriate, sentence of all criminal convictions, cautions, reprimands and final warnings (spent and unspent) below. If none, please write ‘NONE’. | | |
| **Offence** | **Date** | **Sentence** |
| **Offence** | **Date** | **Sentence** |
| **Offence** | **Date** | **Sentence** |
| I have read the ***‘Completing your Applications’*** guidelinesand understand that if my application is successful I will be asked to apply for a higher level Disclosure.  Signature: Date:  ***If you wish to discuss the information you have given above at your interview, please ensure that you mention this to the interviewer.***  This information will be treated as private and confidential | | |

**GENERAL DATA PROTECTION REGULATION**

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| I hereby give my consent for the Recruitment Monitoring information provided in the pack to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the General Data Protection Regulation.  How would you like us to contact you?  Home phone  Text  Mobile  Email  Is it OK for us to leave a message? Yes  No  Consent to leave a voicemail? Yes  No    Signature: Date: |

**Hertfordshire Mind Network Equal Opportunities Form**

Top of Form

We aim to provide equal opportunities and fair treatment for everyone. We would like you to complete this form in order to help us understand who we are reaching and to better serve the community. All details will be treated as confidential and are held in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation 2018.

**Please complete all sections**

**Age Group**

18 or under  18-24  25-34  35-44  45-54  55-64

65-74  75-84  85-89  90+  Prefer not to say

**Gender**

Male  Female  The gender above is not the one given to me at birth

Non-binary  Prefer not to say  Other gender description (please specify)

**Religion/ faith**

No religion/ faith  Christian (any denomination)  Buddhist  Hindu

Sikh  Muslim  Jewish  Other  Prefer not to say

**Sexual orientation**

Bisexual  Gay man  Lesbian/ Gay woman  Heterosexual

Questioning  Prefer not to say

Other sexual orientation description (please specify)

**Disability**

Disability: Are your day-to-day activities limited because of a health problem or disability which has lasted or expecting to last for at least 12 months?

None  Physical impairment (such as mobility)  Behavioural/emotional

Sensory impairment (such as sight or hearing)  Long-term illness or condition

Learning disability  Mental health condition  Prefer not to say

Other disability description (please specify)

**Ethnicity**

White British

White Irish

Any other white background (please specify below

Mixed White and Black African

Mixed White and Black Caribbean

Mixed White and Asian

Any other mixed background (specify below)

Black or British African

Black or British Caribbean

Any other black background (specify below)

Asian or British Indian

Pakistani

Asian or British Bangladeshi

Chinese

Any other Asian Background (specify below)

Not stated Other ethnicity description (please specify)

**Employment status**

Employed (full-time)  Employed (part-time)  Self-employed  In education

Retired  Sick leave  Unemployed  Volunteering

Prefer not to say

**Relationship status**

Single  Married  Civil partnership  Divorced  Widowed

Prefer not to say  Cohabiting

**Caring responsibilities**

Primary carers of a child (under 18)

Primary carer of disabled child/ children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer

None

**Autism**

Autism diagnosis  Awaiting autism