

Charity No. 1090895

VOLUNTEER APPLICATION FORM

How to apply:

Please complete each section of this application form and the attached equal opportunities form. If you require any help or advice to complete the forms please do not hesitate to contact your local branch volunteer hotline on 0845 456 8814

When completed, these forms should be returned to Victim Support & Witness Service City of Manchester, Albert House, 17 Bloom Street, Manchester, M13HZ

PERSONAL INFORMATION

TITLE (e.g. Mr/Ms/Mrs/Miss/Dr)
FIRST NAME(S)
SURNAME
ADDRESS
.....
POSTCODE DATE OF BIRTH
TEL NO (HOME)
TEL NO (DAYTIME)
MOBILE
EMAIL ADDRESS
WHERE DID YOU HEAR ABOUT US?.....

EXPERIENCE

Please give details of experiences, personal or professional you think may be relevant (if you need more space please use a separate sheet of paper)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

VOLUNTEERING

Do you have any experience/skills (e.g. fundraising, IT, delivering training) that may help you with your voluntary work at Victim Support & Witness Service?

.....

.....

.....

Do you speak another language? If so, please give details

.....

.....

Why do you want to volunteer with Victim Support & Witness Service?

.....

.....

.....

.....

How do you feel you can contribute to helping victims and witnesses of crime?

.....

.....

.....

.....

What would you like to gain from your volunteering experience?

.....

.....

.....

Please indicate if you are currently or considering becoming a Magistrate or a volunteer on a Youth Offender Panel (this may prohibit you working directly with victims, however there are other roles available e.g. Member of Branch Support Group, Administrative/Clerical, Fundraiser, Handy Person, Project work, Marketing and PR that you may wish to consider)

.....

.....

.....

- Which Volunteer role are you particularly interested in?
- Victim Support (community)
 - Witness Service (court)
 - Young Witness Service (community & court)
 - Branch Support Group
 - Working at a Branch Office
 - Fundraising (organising events or taking part in events)
 - Assisting with IT
 - Handyperson (fitting locks, repairs after burglary)

DISABILITY/SPECIAL NEEDS

Do you have a disability or health issues that we need to be aware of? Where possible we will make any adjustments necessary to enable you to carry out the role.

.....

.....

.....

REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

If you have any previous convictions and/or cautions, please give details, including dates

.....

.....

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

REFERENCES

Please give below the details of two people from whom we can obtain references, at least one of whom should, if appropriate, be your present or most recent employer. If not, give the names of people who know you well (family members are not appropriate)

	Referee 1	Referee 2
Name		
Position or Relationship		
Tel No		
Email Address		
Address		
Postcode		

DECLARATION

<p>I understand that any offer of volunteering with Victim Support & Witness Service is subject to satisfactory references and a Criminal Records Bureau Check (CRB).</p> <p>In accordance with the 1998 Data Protection Act, I agree that Victim Support & Witness Service may hold and use personal information about me for volunteering reasons and to keep in touch with me. This information, including that contained in this form can be stored on both manual or computer files. It will be held securely and only accessed by authorised personnel.</p> <p>Signature Date</p>

Thank you for taking the time to complete the form.

FOR OFFICE USE ONLY	Date
Application Form Received	
Referred to (branch/court)	
Initial Interview	
Received Reference 1	
Received Reference 2	
Received CRB check	
Training Date(s)	
Final Interview	



Equal Opportunities Monitoring Form

Victim Support & Witness Service Greater Manchester is committed to a policy of Equal Opportunities and diversity. We aim to involve all sections of the community as volunteers. Our processes for involving and managing volunteers will ensure you are treated equally regardless of race, colour, nationality, religion, ethnic or national origins, age gender, marital status, sexual preference, social class or disability. We will respect the diversity of different groups and individuals, and where possible, adapt our processes to meet this principle.

The information collected will form a confidential statistical record which will not be used for any other purpose other than to monitor Victim Support & Witness Service's Equal Opportunities Policy.

DATE OF BIRTH AGE AT APPLICATION

Please mark with an 'x' the boxes which most closely describe you

I am female male

I do not have a disability

I have a disability

Please describe your disability

.....
.....

I am White – British

Asian or Asian British – Bangladeshi

I am White – Irish

Chinese or other Ethnic background - Chinese

I am Other White Background

Other Asian Background

I am Black or Black British - Caribbean

Mixed – White and Black Caribbean

I am Black or Black British – African

Mixed – White and Black African

I am Other Black Background

Mixed – White and Asian

I am Asian or Asian British – Indian

Other Mixed Background

I am Asian or Asian British – Pakistani

Other Ethnic Background



Equal Opportunities Policy

Victim Support & Witness Service Greater Manchester is committed to equality of opportunity both in the provision of services and in our role as an employer. We believe that all people have the right to be treated fairly, with dignity and respect.

We are committed to the elimination of unfair and unlawful discrimination. We aim to 'create the best possible quality of life for victims and witnesses' by delivering the highest quality service to all sections of the community without discrimination. We are determined to ensure that no member of the public, employee or job applicant receives less favourable treatment on the grounds of their age, childcare or other caring responsibilities, disability, gender, HIV status, language, marital status, race, religion, sexual orientation, membership or non-membership of a trade union, or by any requirement which cannot be shown to be justifiable.

Eliminating prejudice and discrimination in all our dealings is dependent upon the personal commitment of everyone in the workforce and our volunteers. All employees will be made fully aware of this policy and, without exception, must adhere to its requirements. Any employee who feels that they have grounds for complaint in relation to discrimination, harassment, bullying or victimisation has the right to pursue their complaint through the relevant internal policies and procedures. We are committed to valuing and supporting our employees by realising their full potential and creating a diverse workforce that reflects the local community.