

APPLICATION FOR VOLUNTEERING

Details entered in this part of the form will be held by the recruiting employer. Access to this information will be withheld from the shortlisting panel. Please do not type/write using only capital letters, as this could lead to your application being automatically rejected. Please use the appropriate mixture of capital and lowercase letters in standard written text.

Job Reference Number (if known)	
Role Title (if known)	
Department (if known)	

Personal Details

Title	
*Surname/Family Name	
*First Name	
Middle Name	
Name in which you are registered with a professional body (if applicable)	
UK National Insurance No	
Address	
*Postcode/ Zip code	
*Country	
Home Telephone	
Mobile Telephone (only if UK registered)	
Preferred telephone number	<input type="checkbox"/> Home <input type="checkbox"/> Mobile
Email Address	
*Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered 'no' above, you must answer these questions:	
Please select the category that relates to your current immigration status. This status will be subject to checking before interview.	
<input type="checkbox"/> Highly Skilled Migrant Programme/Tier 1	<input type="checkbox"/> Post Graduate Doctors and Dentists
<input type="checkbox"/> Indefinite Leave to remain/enter	<input type="checkbox"/> Tier 5 Temporary Workers
<input type="checkbox"/> Work Permit/Tier 2	<input type="checkbox"/> Tier 5 Youth Mobility/ working

holiday visa <input type="checkbox"/> Dependant / Spouse visa <input type="checkbox"/> Clinical attachment visa <input type="checkbox"/> Tier 4 student <input type="checkbox"/> Visitor	<input type="checkbox"/> Refugee <input type="checkbox"/> Other, please specify below -----
Please supply details of any visa currently held:	
Visa No: Start Date: (DD/MM/YY) Expiry Date: (DD/MM/YY) Details of any Restriction:	
Does your visa have a condition restricting employment or occupation in the UK?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Skills and Experience

What type of volunteering would you like to do?
Do you have a preference/idea of the services you would like to or consider volunteering in, and the location?
Please give us a brief description of your interests, skills and experience, and why you are interested in volunteering with Devon Partnership NHS Trust
Are there any particular skills you would like to develop by volunteering with DPT?

Availability

When are you able to volunteer? Please tick the days and times that apply below. This is only an indicator of your availability so do not worry if you are not able to attend at these times every week.

Relevant Training Courses Attended

Please provide details regarding training courses that you have attended or currently undertaking, together with the date completed or to be completed by.			
Course title	Training provider	Duration	Year completed

Employment History

Please record below the details of your full employment history beginning with your current or most recent first.

Start date of continuous NHS service (If applicable) (MM/YYYY)	
Months since most recent employment ended (if applicable)	

Have you ever worked for the NHS?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current or most recent Employer			
Employer Address			
Your Job Title			
Start Date (MM/YYYY)		End Date (MM/YYYY)	
Reason for leaving (if applicable)			
Description of your duties and responsibilities			

Employer Name			
Employer Address			
Your Job Title			
Start Date (MM/YYYY)		End Date (MM/YYYY)	
Reason for leaving (if applicable)			
Description of your duties and responsibilities			

Employer Name			
Employer Address			
Your Job Title			
Start Date (MM/YYYY)		End Date (MM/YYYY)	
Reason for leaving (if applicable)			
Description of your duties and responsibilities			

Please add additional employers/information on a separate sheet.

Employment Gaps

If you have any gaps within your employment history, please state the reasons for the gaps below.

References

On appointment, the recruitment team will obtain references.

References must cover a 3 year period of continuous employment, training or education. Your referees will need to confirm this. They may need to comment on your skills, personal qualities and suitability for the post.

Declaration

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration			
Signature			
Name		Date	

Where did you see this vacancy advertised?		
<input type="checkbox"/> NHS Website <input type="checkbox"/> Search Engine <input type="checkbox"/> Other Website <input type="checkbox"/> Other	<input type="checkbox"/> Local Newspaper <input type="checkbox"/> Word of Mouth <input type="checkbox"/> GP <input type="checkbox"/> Social Media	<input type="checkbox"/> Do-it-org <input type="checkbox"/> University/college website <input type="checkbox"/> Jobcentre Plus <input type="checkbox"/> Radio

Better Impact – Volunteer Management Software implementation

Devon Partnership NHS Trust are implementing new volunteer management software, which is called Better Impact and is designed specifically for supporting volunteer services.

This system will allow us to streamline our recruitment process for new volunteers and enable details for volunteers to be held securely in one place. As we develop the system, volunteers will be able to update their contact details, track their mandatory training, log their hours, provide feedback and communicate with the volunteer team.

We commit to ensuring that this data and information, and any that volunteers may provide in the future, will be stored securely (and in compliance with legislation), not kept longer than is necessary, or used for any reason other than what volunteers consent to, and will never be shared with any third party. If you would like to read Better Impact's privacy policy, you can access it here: <https://support.betterimpact.com/siteguide/privacy-uk-eu/>

Once the software is set up, volunteer details will be added to the new system. Volunteers will be provided with a log in and be able to download the My Impact app if they would like to, from the Google Play (Android) or App Store (iPhone). Volunteers do not need to download the app, and can log in to their account at any time by visiting www.myimpactpage.com.

Please get in touch if you would like to discuss Better Impact further

MONITORING INFORMATION

NHS organisations recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, all NHS organisations are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Therefore, a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

* Please state your date of birth	
* Please indicate your gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other preferred term <input type="checkbox"/> Prefer not to answer

Equality Act 2010

The Equality Act 2010 protects people who are married or in a civil partnership.

* Please indicate the option which best describes your marital status	
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Civil partnership <input type="checkbox"/> Legally separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Prefer not to answer

Equality Act 2010

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

* Please indicate the option which best describes your sexual orientation	
<input type="checkbox"/> Heterosexual / Straight <input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Other sexual orientation not listed <input type="checkbox"/> Undecided <input type="checkbox"/> Prefer not to answer

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their race, which includes colour, nationality, ethnic or national origin.

* Please indicate your ethnic origin		
<p>Asian or Asian British</p> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	<p>Mixed</p> <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background	<p>Other Ethnic Group</p> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group
<p>Black or Black British</p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<p>White</p> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background	<input type="checkbox"/> Prefer not to answer

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

* Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam <input type="checkbox"/> Jainism <input type="checkbox"/> Judaism <input type="checkbox"/> Sikhism	<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to answer

Equality Act 2010

Under the Equality Act 2010, the definition of disability is if you 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.

Further information regarding the definition of disability can be found here:

<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

Reasonable adjustments will be made available should you be invited to interview.

*According to the definition of disability, do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information
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Please identify the category that applies to you or other type of disability. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'Other'.	
<input type="checkbox"/> Physical impairment <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Mental health condition <input type="checkbox"/> Prefer not to answer	<input type="checkbox"/> Learning Disability/Difficulty <input type="checkbox"/> Long-standing illness <input type="checkbox"/> Other
If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the minimum criteria as specified in the person specification?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Relationships

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship:

Safeguarding (Fields marked with an asterisk (*) are mandatory)

This section of the application form will only be viewed by those who need to see it as part of the recruitment process.

The organisation will treat any information disclosed in the strictest confidence.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants equally and fairly based on their skills, experience and ability to fulfil the duties of the role being applied for.

Suitable applicants will not be refused positions because of criminal record information of other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings).

You are not legally required to provide any information about criminal offences that have become spent. Certain criminal offences can be regarded as spent after a specified rehabilitation period as outlined by the Rehabilitation of Offenders Act 1974.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the information you provide and the position you are applying for.

*** Do you have any UNSPENT convictions as outlined in the Rehabilitation of Offenders Act 1974?**

This includes any unspent convictions that may have been issued in any other country, where it would be an equivalent offence in England and Wales.

It also includes all unspent convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.

You **are not** required to disclose any information in relation to convictions that have become SPENT. In these circumstances, you should select NO to this question.

Please refer to further information in the ['Application form Help - criminal background'](#) section before completing this question. *

Yes No

If you have answered YES, you now have two options on how to disclose this information. *

- I want to disclose the information now
- I want to disclose the information separately

If you have selected 'I want to disclose the information now' please provide details of the conviction or Summary Hearing including the date and sentence administered in the space below. *

If you have selected 'I want to disclose the information separately', you can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.

A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.

*** Do you have any UNSPENT cautions, reprimands or final warnings as outlined in the Rehabilitation of Offenders Act 1974?**

This includes any unspent cautions, reprimands or final warnings that may have been issued in any other country, where it would be an equivalent offence in England and Wales.

It also includes all unspent cautions that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.

You **are not** required to disclose any information in relation to cautions, reprimands or final warnings that have become SPENT. In these circumstances you should select NO to this question.

Please refer to further information in the ['Application form Help - criminal background'](#) section before completing this question. *

Yes No

If you have answered YES, you now have two options on how to disclose this information. *

- I want to disclose the information now
- I want to disclose the information separately

If you have selected 'I want to disclose the information now' please provide details of the cautions, reprimands or final warnings including the date and sentence administered in the space below

If you have selected 'I want to disclose the information separately' you can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.

A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The role you have applied for is exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. This means that the employer can obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Enhanced disclosures may include other relevant non-conviction information held on police databases, at the discretion of the police or Chief Constable of the relevant police force.

Before you complete this form, it is important for you to read the highlighted note in the section below.

If you have a criminal record and are unsure about what might be revealed about you as part of a DBS check, or the type of information you should consider declaring when completing this form, the following links to guidance will help provide more clarity:

Practical guidance on the DBS filtering rules (NACRO) at:

www.nacro.org.uk/resettlement-advice-service/support-for-individuals/

Do you have any convictions that are not protected (i.e. eligible for filtering) as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) (the Exceptions Order)?

It also includes all convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces, either in the UK or any other country, where the equivalent offence in England and Wales is not protected.

You are not required to disclose any information in relation to the above if ALL convictions are protected (i.e. eligible for filtering) as outlined in the Exceptions Order. In these circumstances you should select NO to this question.

This requirement is regardless as to whether any conviction is spent or remains unspent.

Please refer to further information in the '[Application form Help - criminal background](#)' section before completing this question. *

<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you have answered YES, you now have two options on how to disclose this information. *</p> <p><input type="checkbox"/> I want to disclose the information now</p> <p><input type="checkbox"/> I want to disclose the information separately</p>
<p>If you have selected 'I want to disclose the information now' please provide details of the conviction or Summary Hearing including the date and sentence administered in the space below. *</p> <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>
<p>If you have selected 'I want to disclose the information separately' you can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.</p> <p>A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately</p>

<p>Do you have any cautions, reprimands or final warnings that are not protected (i.e. eligible for filtering) as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) (the Exceptions Order)?</p> <p>It also includes all cautions, reprimands or final warnings that have been issued under military law while serving in the Armed Forces, either in the UK or any other country, where the equivalent offence in England and Wales is not protected.</p> <p>You are not required to disclose any information in relation to the above if ALL convictions are protected (i.e. eligible for filtering) as outlined in the Exceptions Order. In these circumstances you should select NO to this question.</p> <p>This requirement is regardless as to whether any caution, reprimand or final warning is spent or remains unspent.</p> <p>Please refer to further information in the 'Application form Help - criminal background' section before completing this question. *</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered YES, you now have two options on how to disclose this information. *

- I want to disclose the information now
- I want to disclose the information separately

If you have selected 'I want to disclose the information now' please provide details of the caution, reprimand or final warning, including the date and reason administered in the space below *

If you have selected 'I want to disclose the information separately' you can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.

A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately

Please return your completed form to dpn-tr.DPTVolunteers@nhs.net