**Volunteer Application**

**Confidential**

The information provided in this application form will be used for the purposes of recruitment and selection and stored in accordance with the Data Protection Act 2018. Please see the end of the application form for more information about how we use your data.

If you have any difficulties completing this application form, please do not hesitate to contact us on 03333 447928 or email volunteer@swanadvocacy.org.uk

|  |  |  |
| --- | --- | --- |
| **Personal Details** | | |
| Title: | | |
| First Name: | Last Name: | |
| Address:  Postcode: | | |
| Telephone Number: | Telephone Mobile: | |
| Email Address: | | |
| Are you a Driver  This helps us to work out the areas you could cover as a volunteer. It is not required for all roles. | Yes  No | |
| Are there any restrictions on you taking up a voluntary role in the UK? | Yes  No | |
| If yes, please specify: | | |
| Are you doing any other voluntary work now, or have you done so recently? | Yes  No | |
| If yes, please give details: | | |
| Have you been a client of SWAN Advocacy? | | Yes  No |
| **More about you and what you could bring to our volunteer roles** | | |
| Where did you hear about voluntary opportunities with SWAN? | | |
| What do you hope to gain from volunteering with SWAN? | | |
| Do you have any personal, professional, or voluntary experience of advocacy or working with vulnerable individuals and who have care and support needs, can you give us some details about this? | | |
| If you don’t yet, can you tell us what other personal or professional skills or experience you have that you feel you could bring to the role of a SWAN Volunteer? | | |
| How much time can you commit to your volunteering role? (Days/hours per week, this is a rough guide and can be discussed and changed later) | | |
| **What SWAN will need from you** | | |
| If you are seeking to volunteer in a particular service you may need to travel across a wide area, expenses for this will be reimbursed. Could you tell us how far you would be willing to travel? | | |
| Training is provided and all volunteers will receive an induction into their role. You will be required to attend all mandatory training when required. Induction and training may be delivered remotely or in person at your nearest office. The Induction is up to 3 hours and training equates to roughly 1 hour per month. Are you willing to commit to this? Yes  No | | |
| SWAN provides all staff and volunteers with regular supervision every 6-8 weeks. Are you willing to attend supervision when necessary and requested? Yes  No | | |
| **Which roles are of interest to you volunteering with us?** | | |
| Please visit <https://swanadvocacy.org.uk/> for a full description of all the roles. Please email [volunteer@swanadvocacy.org.uk](mailto:volunteer@swanadvocacy.org.uk) or call 07928525693 if you wish to discuss any of these roles first.  Please tick all that apply.   |  |  | | --- | --- | | Not sure yet |  | | Volunteer Relevant Persons Representative |  | | Volunteer Mental Health Advocate |  | | Volunteer Living Well Advocate |  | | Volunteer Victim Advocate |  | | Volunteer Generic Advocate |  | | Volunteer Community Money Mentor |  | | Volunteer Community Champion |  | | Access Team Volunteer |  | | Volunteer Administrator |  | | | |

**You are welcome to submit any additional information in support of your application**, **but it must be accompanied by this completed and signed application form.**

**DBS Clearance**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| We welcome applications from anyone who would like to volunteer with us, but if you wish to undertake a volunteer role we will require you to complete a Disclosure and Barring Service Check which will disclose any criminal offences of which you have been convicted, whether spent or unspent. Please tell us if you have any of the following:   |  |  |  | | --- | --- | --- | | Spent or unspent criminal convictions | Yes  No |  | | Police cautions | Yes  No |  | | Reprimands | Yes  No |  | | Warnings | Yes  No |  | | Any cases pending against you | Yes  No |  | | Please note that ticking yes to any of the above will not mean that you cannot volunteer with us, but we will carry out a risk assessment based around the role for which you are applying. | | | | |
| If yes, please specify: | |
| Do you consent to an appropriate level DBS Check? | Yes  No |

**References**

We have a duty to ensure as far as possible that the interests of our clients are protected. For that reason, please provide names and addresses of two responsible persons who would be willing to provide references. One reference should relate to your present or most recent employment or voluntary agency you may have worked or volunteered for.

The other should know you personally but should not be a friend or a member of your family. If you are unsure whom to give as a referee, please discuss this with the Volunteer Manager.

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| --- | --- |
| **Reference 1** | |
| Name |  |
| Relationship |  |
| Address |  |
| Occupation |  |
| Tel No |  |
| Email |  |

|  |  |
| --- | --- |
| **Reference 2** | |
| Name |  |
| Relationship |  |
| Address |  |
| Occupation |  |
| Tel No |  |
| Email |  |

I confirm that to the best of my knowledge the information given on this form is true and correct.

**Signature: …………………………………………. Date: …../…../……**

|  |  |
| --- | --- |
|  | Please return your completed application by post to:  Volunteer Manager  SWAN  Hi Point  Thomas Street  Taunton  TA2 6HB  Email: [volunteer@swanadvocacy.org.uk](mailto:volunteer@swanadvocacy.org.uk) |

**How we use your data**

As noted above we will use the information supplied in this application form for the purposes of recruitment and volunteering with SWAN. You have a right request to view Personal Data we hold about you. By completing this application form you consent to us storing this information for the purposes of you volunteering with us. After making an application SWAN will store your details for 6 months.

If you wish to discuss how your data is used before submitting this form, you can phone us on 03333 447928 or you can email: [GDPR@SWANadvocacy.org.uk](mailto:GDPR@swanadvocacy.org.uk) or read our full Privacy Notice on our website: [www.SWANadvocacy.org.uk](http://www.swanadvocacy.org.uk)

**Equality Monitoring Survey:** We would like to know a little bit more about those who would like to volunteer with us, but we understand that not everyone is comfortable sharing this information. If you would be happy to share some more information, then please could you complete the anonymous **Volunteer Equality Monitoring Survey** available here <https://forms.office.com/r/MGVp8KNiuS>

If you require a physical copy of this form please contact volunteer@swanadvocacy.org.uk