****

PRIVATE & CONFIDENTIAL

**Application for Voluntary Work**

**Please complete the following form and return via email to** **hr@robertscentre.org.uk**

**or by hand to one of the offices:**

**84 Crasswell Street, Portsmouth, PO1 1HT**

**24 Gamble Road, Buckland, Portsmouth, PO2 7BN**

|  |
| --- |
| **YOUR DETAILS****TITLE (Mr, Mrs, Miss, Ms):** ………………………………………………………………………………**SURNAME:** …………………………………………………………………………………………………**FIRST NAME:** ………………………………………………………………………………………………**PREFERRED NAME:** ………………………………………………………………………………………**HOME TELEPHONE NO:** ………………………………………………………………………………..**MOBILE TELEPHONE NO:** ………………………………………………………………………………**EMAIL:** ………………………………………………………………………………………………………**ADDRESS:** ………………………………………………………………………………………………….………………………………………………………………………………………………………………….………………………………………………………………………………………………………………...Please specify your preferred method of communication: **Email / Letter / Phone** (please circle) |

|  |
| --- |
| **What type of voluntary work are you interested in?**  |

|  |
| --- |
| **Why have you applied for this voluntary position?** |

|  |
| --- |
| **How did you hear about the opportunity to volunteer at The Roberts Centre?**  |

**When are you available to volunteer?\*** (Please tick)

 **![MM900185588[1]]()**

**AM PM**

|  |  |  |
| --- | --- | --- |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **Saturday** |  |  |
| **Sunday** |  |  |

\*Please note that the working days are: Nursery – weekdays / Contact Centre – weekends

|  |
| --- |
| **Are you now or have you ever been a Tenant or Service User of The EC Roberts Centre?** YES / NOIf yes, please give details: |

|  |
| --- |
| **Do you have any problems relating to your health which we would need to be made aware of?** YES / NO If yes, what action should be taken by The Roberts Centre? |
| **EMERGENCY CONTACT DETAILS****TITLE (Mr, Mrs, Miss, Ms):** …………………………………………………………………………**SURNAME:** ……………………………………………………………………………………………**FIRST NAME:** ………………………………………………………………………………………**HOME TELEPHONE NO:** …………………………………………………………………………**MOBILE TELEPHONE NO:** …………………………………………………………………………**RELATIONSHIP TO YOU:** ………………………………………………………………………… |

|  |
| --- |
| **Referee 1** |
| Name ……………………………………………………………………………………..Job Title……………………………………………………………………………...Company Name………………………………………………………………………….Address…………………………………………………………………………………..…………………………………………………………………………………………….…………………………………………………………………………………………….Telephone………………………………………………………………………………..Email…………………………………………………Permission to Email? Yes / NoCapacity known to you………………………………………………………………….Approach to be made before / after an offer of a volunteering role?  BEFORE / AFTER |
| **Referee 2** |
| Name ……………………………………………………………………………………..Job Title…………………………………………………………………………………..Company Name………………………………………………………………………….Address…………………………………………………………………………………...…………………………………………………………………………………………….…………………………………………………………………………………………….Telephone………………………………………………………………………………..Email………………………………………………… Permission to Email? Yes / NoCapacity known to you………………………………………………………………….Approach to be made before / after an offer of a volunteering role?  BEFORE / AFTER |

#### The following pages will be detached from your application form and not used in the recruitment process.

The E C Roberts Centre is an equal opportunities employer and is committed to attracting and retaining a wide diversity of talent within the workplace. It is our policy to monitor all applications to ensure this policy is being implemented. The following information is designed to assist in monitoring, not selection, and we would be grateful if you could complete this section to ensure that our records can be maintained accurately. Please see over for further information about our policy.

**All questions are optional and responses will be treated confidentially.**

**PERSONAL DETAILS:**

|  |
| --- |
| Full Name................................................................................................................................……Position applied for.........................................................................................................................  |

**ETHNICITY:**

**White:** British Irish Gypsy Other 









If other, please describe……………………………………………………..

**Black:** African Caribbean Other

If other, please describe ……… ……………………………………………

**Asian:** Indian Pakistani Bangladeshi Chinese

 Other

If other, please describe …………………………………………………….

**Mixed/Multiple Ethnic Groups:** White/Black, African White/Black Caribbean

White/Asian Other

If other, please describe……………………………………………………………………….

**Other Ethnic Group**

Arab Other, please describe ……………………………………….

**GENDER:** How would you describe your gender? ………………………………………………..

**RELIGION/BELIEF:**………………………………………………………………………………………

**NATIONALITY:**……………………………………………………………………………………………

**DISABILITY:**

It is our policy to actively encourage applications from people with disabilities. All applicants

will be considered only on their abilities.

Do you consider yourself to have a disability? Yes No

If yes, would you like to tell us more? …………………………………….……………………………

If yes, are there any adjustments we can assist you with? …………………………………………..





**AGE GROUP:** 16-24 25-34 35-44 45-54 55-65 65+



**SEXUAL ORIENTATION:** Gay Lesbian Bisexual Heterosexual





Prefer not to sayOther

**Thank you for your co-operation in completing this form.**

**INFORMATION FOR JOB APPLICANTS**

**GUIDANCE NOTE ON EQUALITY AND DIVERSITY MONITORING**

**Equality & Diversity**

The E C Roberts Centre takes equal opportunities issues very seriously. The aim of our equality and diversity policy is to ensure that no job applicant, employee, customer or member of the public receives less favourable treatment on the grounds of disability, marital status, colour, ethnic origin, age, gender, religious belief or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Equal Opportunity Monitoring**

To ensure that our policy is working and does not discriminate, applicants are asked to give details of their age, gender, ethnic origin and details of any disability. Information given will be treated as strictly confidential and used for statistical and monitoring purposes only.

The equal opportunities monitoring form is removed from the application form upon receipt and not used during the shortlisting or interview process. If successful, your details will be transferred to the HR/Payroll database where they will continue to be used for monitoring purposes.

**Disability Information**

A disability or health problem does not preclude full consideration for the job and applications from people with disabilities are welcome. It is important therefore that we know about any disability that may be relevant to the job in question in order that any reasonable adjustments can be made.

**Further Information**

If you have any queries or concerns about our equality and diversity policy or its application, please do not hesitate to contact our HR Team (hr@robertscentre.org.uk / 02392 296919)

**Privacy Notice - How information about you will be used by The Roberts Centre**

This privacy notice explains how The Roberts Centre will use your personal information and the ways in which we will protect your privacy.

The Roberts Centre collects personal information about you in order to assess your application for voluntary work and your suitability for the type of voluntary work you have applied for.

This notice applies to all personal information collected by The Roberts Centre on this application form, from the people you have named as your referees or in discussion with you. Information may be collected in writing, by letter, by e-mail, face to face, by telephone or online. It will include information supplied by you and by your referees.

Personal information we hold about you will include your name, address, contact details, information about health, any criminal convictions or cautions, your race and ethnicity, gender, religion, nationality, disability, age and sexual orientation.

The Roberts Centre keeps records of your personal information in order to assess your application for voluntary work. To comply with the law, we will only process information which you have given us consent to process in order to consider your application to be a volunteer.

We will keep information about you safely and in accordance with the law.

If your application is unsuccessful or you decide not to proceed with volunteering work, we will delete all personal information which is held electronically within 10 days of making a decision about your application. Paper records are stored safely and destroyed after 3 months, in order to be able to give you feedback on your application and answer any enquiries you make about your application.

If your application for voluntary work is successful, we will keep your personal information for the duration of your voluntary work with us. If you stop doing voluntary work for the Roberts Centre, we will delete all personal information which is held electronically within 10 days of you leaving. Paper records are stored safely and destroyed after 5 years in order to comply with government statutory guidance about child protection and safer recruitment.

**How we communicate with you**

We may make contact with you in person, by letter, e-mail, telephone or SMS, in accordance with the preferred method of communication you have indicated on page 1 of this application form.

**Your rights**

The General Data Protection Regulations 2018 are a law which all organisations must comply with to protect the privacy of individual’s personal data. It provides the following rights for individuals:

1. The right to be informed (this means we need to tell you how we use your personal data);
2. The right of access (this means you can ask to see the personal information we hold about you);
3. The right to rectification (this means you have the right to have any inaccurate or incomplete information corrected);
4. The right to erase (this means we must delete your information when we no longer have a reason to keep it);
5. The right to restrict processing (this means you can block the processing of your information when an organisation does not have a legal reason to process your information);

6. The right to data portability (this allows individuals to obtain and reuse their personal data for their own purposes across different services, for example when using price comparison websites. The Roberts Centre does not use this type of automated processing);
7. The right to object (this means you can object to the use of your information in some circumstances, such as direct marketing. The Roberts Centre never gives your information to other organisations for marketing purposes);
8. Rights in relation to automated decision making and profiling (this is when organisations make automated decisions which do not involve a human being. The Roberts Centre does not use automated decision making or profiling).

**Questions or complaints**

We understand that the information in this Privacy Notice is complicated and may be difficult to understand. If you have any further questions or you would like any further information about how your information is used, you can talk to the Data Controller, our HR Manager or for more information about our Data Protection Policy, you can also contact our Data Protection Officer, the Chief Executive at 84 Crasswell Street, Portsmouth PO1 1HT. Telephone: 023 9229 6919.

For independent advice and information you can contact the Information Commissioners Office (ICO) via their website <https://ico.org.uk/> or by phoning 0303 123 1113.

**Your declaration**

I understand the following:

The Roberts Centre holds personal information about me for the purpose of assessing my application for voluntary work and my suitability for the volunteer role I have applied for. Most of this information will have been provided by me and some may have been provided by my referees. I understand that this information will be kept by the Roberts Centre for the duration of my voluntary work for the Roberts Centre and for 5 years after I stop being a volunteer.

I give my consent to The Roberts Centre processing my personal information for the purpose of assessing my application for voluntary work and throughout the duration of my voluntary work for the Roberts Centre. I understand that I can withdraw my consent at any time but if I withhold my consent, The Roberts Centre will not be able to consider my application or offer me voluntary work.

The Roberts Centre will not share my personal information without my permission.

The Roberts Centre will communicate with me in the ways I have indicated on page 1 above.

My rights and how I can obtain further information or make a complaint have been explained to me.

Signature ………………………………………………………Date………………………..

**If submitting this form electronically, please enter your name or electronic signature above. In doing so you confirm that the information is correct and that you have read and understood this privacy notice, as if the document has been signed and dated by hand.**

**THANK YOU!!**

Many thanks for your interest in volunteering for The Roberts Centre.

We aim to reply to applications within two weeks of their submission.