



Volunteer Application Form

Thank you for your interest in volunteering at Greenbank.

Guidance Notes

Introduction

Greenbank is a Liverpool based registered charity (No. 513814) which provides a range of services for disabled people and other disadvantaged groups.

Our mission statement is:

“To enhance the opportunities and status of people with disabilities through education, training, employment, transport, sport and recreation. To achieve our mission we provide education, training and employment projects at Greenbank College and sports and recreation projects at Greenbank Sports Academy.”

Up to date information about our work is available at the following websites:

www.greenbank.org.uk

www.greenbankcollege.org.uk

www.greenbanksportsacademy.co.uk

www.salonhq.org.uk

General

This form is available in other formats if required – please contact Greenbank by:

Telephone on 0151 733 7255 or email info@greenbank.org.uk for a large print copy. An electronic version is available as a download from our website www.greenbank.org.uk

Please complete the application form in BLACK INK or TYPE.

Equal Opportunities Statement

Greenbank is an equal opportunities employer and provider of services. No job applicant, trustee, member of staff, volunteer or service user should be treated less favourably based on their background. Nor will such a person be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Declaration of Disability

Greenbank is positive about disabled people and committed to encouraging disabled people to volunteer. Greenbank asks its volunteers to ‘self-declare’ rather than using a set Disability Discrimination Act or medical definition. If, in your opinion you have a disability or long-term health condition which affects your daily life, please declare it on your application form. Greenbank aims to make its application process as accessible as possible for disabled people. If you have any access requirements, please give details in section 5 of the Form A – Volunteer Application.

Safer Recruitment

Greenbank is committed to safeguarding children and vulnerable adults and promotes the welfare of all and expects all volunteers to share this commitment.

Disclosure of Criminal Record

Greenbank requires applicants for volunteering to disclose any previous convictions or cautions. Posts involving access to children or vulnerable adults will be subject to a disclosure from the [Disclosure and Barring Service](#) before an appointment can be confirmed. This will include details of cautions, reprimands or final warnings.

Any information you provide will be treated as strictly confidential in accordance with the Data Protection Act 1998. Please complete Form B - Safer Recruitment and return it in a sealed envelope. The information supplied will be shredded once the recruitment process has been completed. Disclosure of a conviction or caution does not necessarily mean you will not be appointed. Please note for regulated posts you are required to disclose all criminal convictions, including any which may be “spent” under the Rehabilitation of Offenders Act 1974. This is because regulated posts are covered by the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975 or 1986 and therefore even “spent” convictions must be disclosed.

A conviction includes:

- A sentence of imprisonment, youth custody or borstal training
- An absolute discharge, probation order, conditional discharge, bind-over order, fit person order, supervision order or care order
- Simple dismissal from the armed Forces, cashiering, discharge with ignominy, dismissal
- With disgrace or detention by the Armed Forces
- Detention centre, remand home, approved school or attendance centre orders
- A suspended sentence
- A fine or any other sentence not mentioned above

Any failure to disclose will result in dismissal.

Form A – Volunteer Application Form

Confidential

Applicants should read the enclosed guidance notes carefully before completing this application form in BLACK ink or Typescript. **All applicants must complete this form.**

Please return by email to: applications@greenbank.org.uk or by post to: Chief Executive's Office - Greenbank College, Greenbank Lane, Liverpool L17 1AG

1. Post Details

Post applied for	
How did you find out about the post?	

2. Personal Details

Forename(s)		Forename(s)	
Surname	?	Surname	?
Home Tel			
Mobile Tel	?		
Home Address			?
Do you hold a valid Driving Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes is it	Provisional <input type="checkbox"/> Full <input type="checkbox"/>

3. Knowledge, Skills and Experience

Please give us details of your knowledge, skills and experience (including outside interests and voluntary work), which you feel are relevant to the post that you are applying for:

Why would you like to volunteer at Greenbank?

4. Availability

Please let us know when you can volunteer.

	Morning	Afternoon	Evening
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Disability Declaration

Greenbank is positive about disabled people and committed to offering volunteering opportunities for disabled people.

Do you wish to declare a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details, so that we can provide reasonable adjustments if necessary.	

6. Referees

Please supply the names and addresses of two referees who know you well and would be willing to provide a character reference. Please note that a referee cannot be a relative.

Name		Name	
Address		Address	
Tel no		Tel no	
Relationship to referee		Relationship to referee	

7. Declaration

I am applying for an unpaid voluntary position at Greenbank. Should I be successful, I understand that:

- we have not entered into any employment contract and that the terms are binding in honour only
- my application will only be accepted on receipt of satisfactory references and of a DBS check, where required
- I will be required to comply with Greenbank's values, behaviours and volunteering procedures
- I understand that Greenbank works within the guidelines set by its policies including Equality and Diversity and Safeguarding
- I understand that personal information, including that contained within this form, may be stored on manual and computer files, retained in accordance with data protection legislation.

I confirm that the information given on this form is correct and complete and understand that any information later discovered to be incorrect may result in the termination of any volunteering arrangements made

Signed		Date	
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(If you are returning this form by e-mail, you are deemed to have accepted the above declaration).

FOR OFFICE USE ONLY

Interview	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference 1	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference 2	Yes <input type="checkbox"/> No <input type="checkbox"/>
DBS Check	Yes <input type="checkbox"/> No <input type="checkbox"/>
Start Date	
Hours	
Additional Information	

Form C – Equality and Diversity

Monitoring Form

Equality and Diversity opportunities in recruitment

This is sensitive personal data and will be treated with the utmost confidentiality in line with the requirements of the Data Protection Act 1998. The data will only be used for general statistical and monitoring purposes and will not be taken into account in assessing information on your application form. The data provided will assist Greenbank in monitoring the effectiveness of its Equality & Diversity policy; however, the completion of each section is not compulsory.

Position applied for

1. Gender		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Transgender
2. Age		
<input type="checkbox"/> 16 – 25	<input type="checkbox"/> 36 – 45	<input type="checkbox"/> 56-65
<input type="checkbox"/> 26 – 35	<input type="checkbox"/> 46-55	<input type="checkbox"/> 65+
3. Marital Status		
<input type="checkbox"/> Married / Civil Partnership	<input type="checkbox"/> Other	<input type="checkbox"/> Single / Divorced / Separated
4. Dependents		
Do you have any Dependents?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Disability		
Do you declare a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

6. Ethnicity

What best describes your ethnic origin? (Place x in relevant box). UK citizens can belong to any of the groups listed.

White

- British
- Irish
- Other White

Black or Black British

- Black Caribbean
- Black African
- Other Black

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Other Asian

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed

Chinese

- Chinese

- Other Ethnic Group

7. Religious Beliefs

- Buddhist
- Hindu
- Muslim

- Christian
- Jewish
- Sikh

- None
- Other