Thank you for your interest in volunteering at The Cellar Trust. Our volunteers are an important part of our team and help us in many ways. We would struggle to deliver our vital services without their support and commitment.

If you need any assistance completing our application form, please get in touch using the contact details at the bottom of page 4.

|  |  |
| --- | --- |
| **Full name** (including title) |  |
| **Address** |  |
|  |
| **Post code** |  |
| **Phone number** |  |
| **Email address** |  |

|  |  |
| --- | --- |
| **Volunteer role applied for** |  |

|  |  |
| --- | --- |
| **Why do you want to be a volunteer at The Cellar Trust?** |  |
| **What skills, knowledge or training do you have that is relevant for this volunteer role?** |  |
| **Do you have any experience in voluntary or paid work that is relevant for this volunteer post?** |  |

|  |  |
| --- | --- |
| **Please tell us about any hobbies or interests that you have that may be relevant to the position that you are applying for.**  |  |
| **How did you hear about us?** |  |

**Driving licence**

Some of our volunteer roles may require travel throughout the Bradford district, Airedale, Wharfedale and Craven areas and although a driving licence is not mandatory it can be helpful. Do you hold a full UK driving licence and have access to your own vehicle? Please note, your response will not have any bearing on the progress of your application.

|  |  |  |
| --- | --- | --- |
|  | Yes [ ]  | No [ ]  |

Reasonable mileage and travel expenses incurred whilst undertaking your voluntary duties will be reimbursed within guidelines.

**Your availability**

Before starting voluntary work it is important to consider how much time you can offer. We ask that in the first instance you commit to volunteering with us for a minimum of 3 months.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning | Afternoon | Evening |
| **Monday** |[ ] [ ] [ ]
| **Tuesday** |[ ] [ ] [ ]
| **Wednesday** |[ ] [ ] [ ]
| **Thursday** |[ ] [ ] [ ]
| **Friday** |[ ] [ ] [ ]
| **Saturday** |[ ] [ ] [ ]
| **Sunday** |[ ] [ ] [ ]

|  |  |
| --- | --- |
| **Please let us know if you have any further comments in relation to your availability e.g. booked holidays, occasional commitments etc.** |  |

**References**

As part of our procedures, to ensure a good and safe service to our clients, we do not normally invite individuals to begin volunteering with us until we have received two positive references – these can be from people who know you through work, volunteering, training/education, or in a personal capacity.

**First referee**

|  |  |
| --- | --- |
| **Full name** (including title) |  |
| **Organisation** (if applicable) |  |
| **Address** |  |
|  |
| **Post code** |  |
| **Phone number** |  |
| **Email address** |  |
| **Who is this person to you?** |  |

**Second referee**

|  |  |
| --- | --- |
| **Full name** (including title) |  |
| **Organisation** (if applicable) |  |
| **Address** |  |
|  |
| **Post code** |  |
| **Phone number** |  |
| **Email address** |  |
| **Who is this person to you?** |  |

**Health declaration**

Do you have any health conditions, additional needs or disabilities of which we should be aware? e.g. ESOL, learning difficulties, mobility issues.

|  |  |  |
| --- | --- | --- |
|  | Yes [ ]  | No [ ]  |
|  |  |  |
| **If yes, please provide details so that we can make reasonable adjustments where necessary.** |  |

**Criminal convictions**

Do you have any past or pending criminal convictions?

|  |  |  |
| --- | --- | --- |
|  | Yes [ ]  | No [ ]  |
|  |  |  |
| **If yes, please provide details.**  |  |

A prior or pending criminal conviction will not necessarily prevent you from volunteering with The Cellar Trust, however failure to disclose may result in termination of any arrangements made. All information will be stored in line with General Data Protection Regulations.

Some volunteer roles may bring you into contact with vulnerable people, so we may need to ask you to undergo an enhanced DBS check. Would you be willing to do this?

|  |  |  |
| --- | --- | --- |
|  | Yes [ ]  | No [ ]  |

**Emergency contact details**

|  |  |
| --- | --- |
| **Full name** (including title) |  |
| **Relationship to you** |  |
| **Phone number** |  |

**Privacy**

Your personal data will be collected, stored and processed in accordance with the eight principles of the Data Protection Act 1998 and with the General Data Protection Regulations 2016. Further information about your rights relating to how the Cellar Trust stores and processes your data can be found online by visiting <https://www.thecellartrust.org/privacy/> or alternatively you can request a paper copy of our policies by contacting us directly.

**Declaration**

I confirm that I wish to apply to be a volunteer for The Cellar Trust and that the information I have provided is true and accurate.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

Please return the completed form to:

The Cellar Trust, Farfield Road, Shipley, West Yorkshire, BD18 4QP

Or via email to: volunteering@thecellartrust.org

If you have any enquiries please contact:

Michaela Knox, Volunteer Development Worker, Tel: 01274 586 474

**Equal opportunities monitoring**

We are committed to equal opportunities in our volunteer recruitment process and in order to find out how well we are doing with this we need to collect monitoring data. This monitoring form is voluntary but the information we collect here is very useful to us as it helps us to make sure that we are an inclusive organisation and to find out if our volunteer workforce is diverse. The information you supply on this form will be kept confidentially.

**Your ethnic origin**

These categories are based on the Census 2011 categories and recommended by the Commission for Racial Equality.

|  |  |
| --- | --- |
| **Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh** [ ]  Asian / Asian British [ ]  Bangladeshi [ ]  Chinese[ ]  Indian [ ]  Pakistani [ ]  Other Asian background (specify if you wish):       | **White** [ ]  British [ ]  English [ ]  Gypsy or Irish Traveller [ ]  Irish [ ]  Scottish [ ]  Welsh [ ]  Other White background (specify if you wish):        |
| **Black, Black British, Black English, Black Scottish, or Black Welsh**[ ]  African [ ]  Caribbean [ ]  Other Black background (specify if you wish):       | **Mixed** [ ]  White and Asian [ ]  White and Black African [ ]  White and Black Caribbean [ ]  White and Chinese [ ]  Other mixed background (specify if you wish):        |
| **Other ethnic group**[ ]  Arab[ ]  Other ethnic group (specify if you wish):       | **Prefer not to say** [ ]  |

**Your gender**

[ ]  Male [ ]  Female [ ]  Prefer not to say [ ]  Other

Your age

Date of Birth:

[ ]  16 - 24 [ ]  25 - 34 [ ]  35 - 44 [ ]  45 - 54 [ ]  55 - 64 [ ]  65+

[ ]  Prefer not to say

**Your sexual orientation**

[ ]  Bisexual

[ ]  Gay man

[ ]  Gay woman/lesbian

[ ]  Heterosexual/straight

[ ]  Other (specify if you wish):

[ ]  Prefer not to say

**Marriage and civil partnership**

[ ]  Single

[ ]  Married/in a registered same-sex civil partnership

[ ]  Separated, but still legally married/in a registered same-sex civil partnership

[ ]  Divorced/formerly in a same-sex civil partnership which is now legally dissolved

[ ]  Widowed/Surviving partner from a same-sex civil partnership

[ ]  Prefer not to say

Your religion or belief

|  |  |
| --- | --- |
| [ ]  No religion [ ]  Buddhist [ ]  Christian (including Church of England, Catholic, Protestant and all other Christian denominations) [ ]  Hindu  | [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]  Other (specify if you wish):      [ ]  Prefer not to say |

Your experience of mental health problems

Would you describe yourself as someone who is experiencing or has experienced mental health problems?

[ ]  Yes.

Please state, if appropriate, how The Cellar Trust can support you in your voluntary role:

Disability

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled?

[ ]  Yes

Please specify:

[ ]  No

[ ]  Prefer not to say