

Application for Volunteering

Please type or write in **black ink**. Please do not attach a CV alone as it will not be considered. You may attach any additional sheets wherever necessary. All information supplied on this form, is subject to the provisions of the Data Protection Act 1998 and will be treated in confidence.

Section A:

Personal details (in **BLOCK LETTERS**)

Title (Mr/Mrs/Miss/Ms): Please select

Surname:..... Forename(s):.....

Address:.....

.....Post code:.....

Home Tel No:..... Work Tel No:.....

Mobile No:..... E Mail:.....:

Current and previous employment

Please include details of your most recent employer, previous employment, volunteer work and any other positions of responsibility which you feel are relevant.

Name and address	Job title and brief details of responsibilities	From	To

Please email your application to: sonal.teli@ashiana.org AND post a signed copy to; Ashiana 2 Elmsleigh Avenue, Kenton, Harrow, Middlesex, HA3 8HZ

Name and address	Job title and brief details of responsibilities	From	To

Supporting Information:

Please explain how your experience, skills, and abilities gained will meet the volunteering criteria for people with learning disability and their carers. You may include information from both paid work and any volunteer work you have taken part in.

Please continue on the following page. (Please use additional sheets, if necessary)

Declaration:

I confirm to the best of my knowledge and beliefs, all the particulars I have given are complete and true. I understand that any false, deliberate omission or misleading information may be sufficient cause for rejection or, if volunteering by *Ashiana Trust Ltd*, to be dismissed.

I agree *Ashiana Trust Ltd* can approach any of my previous employers for a reference to confirm that any information given in relation to my application is correct. By signing this form, I give *Ashiana Trust Ltd* my consent in using my personal data for personnel, management and monitoring purposes.

Print Name _____

Signature _____

Date _____

Please email your application to: sonal.teli@ashiana.org AND post a signed copy to; Ashiana 2 Elmsleigh Avenue, Kenton, Harrow, Middlesex, HA3 8HZ

Section B:

This section will be detached and will not be seen by the selection panel. It will only be used where the selection panel has decided to make an offer of volunteering.

Referees:

Please give the names and addresses of two referees, who should not be related to you, one of whom should be your present or most recent employer or supervisor (where applicable). **Referees will not be taken up until an offer of volunteering has been made.**

Name	Name
Position	Position
Address	Address
Postcode	Postcode
Telephone No.	Telephone No.
Email:	Email:

Criminal convictions:

As part of its equal opportunities policy, *Ashiana Trust Ltd* wishes to ensure that it does not discriminate against ex-offenders. For this reason we ask you to complete the following section. If you provide any false information or knowingly omit or conceal any relevant fact about your eligibility for volunteering we will remove you from the list of candidates. If such a discovery is made after you have been appointed, you will be dismissed without notice. Please note that any appointment will be subject to CRB checks.

Have you ever been convicted of a criminal offence? Yes No

If your answer was yes, please give details of date(s) of offences(s), nature of offence(s) and sentence(s) passed:

Section C:

Equal opportunities monitoring – this section will be detached and will not be seen by the selection panel.

Ashiana Trust Ltd is an equal opportunities employer. The following information will be treated confidentially and will assist in monitoring *Ashiana Trust Ltd's* Equal Opportunities policy. Your application will not be affected by the information provided in this section.

To be completed by the applicant:

1. Ethnic origin (please tick/specify): These categories reflect the guidelines provided by the Commission for Racial Equality.

I consider my ethnic origin to be:

White-	Asian/British Asian-	Black/British Black-	Mixed Heritage-
<input type="checkbox"/> British	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> African	<input type="checkbox"/> White/Black African
<input type="checkbox"/> Irish	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> White/Black Caribbean
<input type="checkbox"/> White Other	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Black Other	<input type="checkbox"/> White/Asian
	<input type="checkbox"/> Chinese		<input type="checkbox"/> Mixed Other
	<input type="checkbox"/> Asian Other		<input type="checkbox"/> Any other ethnic group

If you selected any of the “other” categories, please specify how you would further describe your ethnic origin _____

2. Gender.

Female Male

3. Please state you: Date of Birth: _____ Age: _____

4. How would you describe your sexuality?.

Bisexual Heterosexual Gay Lesbian

5. How would you describe your religion or belief(s)? (e.g. Buddhist, Christian, Hindu, Jewish, Muslim, Sikh, agnostic, none, other, prefer not to say) _____.

6. Please indicate any additional languages you speak _____.

Disability: If you do not answer this question, we will assume that you are NOT disabled.

The Disability Discrimination Act defines a “disabled person” as a person with:

“A physical or mental impairment, which has a substantial or long term adverse effect on their ability to carry out normal day to day activities.”

The following question on disability is designed to enable us to assess what action we might take to offer volunteering opportunities for people with disabilities.

7. Do you consider yourself to be disabled?

Yes No

If yes please specify _____

8. Do you require any reasonable adjustments to the selection process, including the interview? (For example physical access, communication support, personal support).

9. If you were appointed to this post, would you require any reasonable adjustments to your volunteering arrangements?

10. Please indicate the length of time (months) and number of hours you can contribute.

11. Please indicate on which day(s) you are available to help. (Friday and/or Saturday).

12. How did you hear about Ashiana?

Please ensure this section is returned with your application form. Thank you.