

Thurrock Council – Volunteering application

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.

Volunteer role details

For which volunteer role you are applying?

Volunteer positions available with Thurrock Council are listed at thurrock.gov.uk/volunteering

Role title	
Role location, if more than one is available	

Personal details

About you

Last name	
First name	
Date of birth, if under 18 years-old	
Address, including postcode	
Phone number – home	
Phone number – mobile	
Email address	

Support you would need

We want to support volunteers from all sections of the community at every stage. Use the space below to tell us about your own specific needs, if any. These could relate to physical or mental health, mobility, religion, culture or anything else you feel it's important for us to know about.

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Current employment

Your current employment status	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Full-time education <input type="checkbox"/> Retired
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Your skills and experience

Please tell us about any skills and experiences you have that match the role profile. These could be from your present or a previous job, your hobbies and interests, from being a carer or looking after a family, or from volunteering with other organisations.

You don't have to have had a recent job or volunteering experience to be able to volunteer with Thurrock Council but, if you have, please give details below.

Job or role title		
Dates of employment / volunteering	From:	
	To:	
Brief description of duties		

Transport

Do you own a car and have a valid driving licence? Yes No

If yes, are you willing to use the car for volunteering? Yes No

Availability

Please indicate your availability in the boxes below:

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Referees

If you are over 18 years-old, please give the names of two people who can give you references – for example, an employer, teacher, doctor or any other responsible person. Referees should be someone you have known for 3 years or more, but who are not a family member.

If you are under 18 years-old and in full time education, we will need a reference from your school or college – please include these details below. We need parental consent for any young person under 18 years-old who is participating in any voluntary activity. If you are under 18 years-old, please give the details of a parent or carer so that consent can be sought.

You should contact your referees to let them know you will be using their details and that they can expect to be contacted by us.

Referee's name		Referee's name	
Address, including postcode		Address, including postcode	
Phone number		Phone number	
Email address		Email address	
Job title or position held		Job title or position held	
How long have they known you?		How long have they known you?	
Type of reference	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Character	Type of reference	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Character

Emergency contacts

Please give details of two people we can contact if an emergency arises whilst you are volunteering at Thurrock Council.

Name		Name	
Their relationship to you		Their relationship to you	
Address, including postcode		Address, including postcode	
Phone number		Phone number	

Volunteer convictions

We are committed to engaging new volunteers from all parts of the community, whilst recognising that the safety of everyone involved with the organisation is essential.

Some volunteer roles will place you in contact with vulnerable adults and children, whilst others will not. Those that do will require a Disclosure and Barring Service (DBS) check. We state at the end of each volunteer role description whether or not a DBS check will be required.

Having a criminal conviction does not automatically prevent you from volunteering. We consider information sensitively in line with the law, best practice and our own standards.

The information you provide will be treated as strictly confidential and will be considered only in relation to the voluntary position for which you are applying.

Do you have any convictions for criminal offences? Yes No

If 'Yes', complete section A or section B

Section A: for roles with regular access to vulnerable adults or children

The law allows us to ask about all convictions, spent and unspent, no matter what they were for or how long ago they took place.

I confirm that I have no spent or unspent convictions, cautions or reprimands, either in the UK or elsewhere

I have spent and/or unspent convictions, cautions or reprimands – details given below

Offence	Date of conviction, caution or reprimand	Penalty

Section B: for roles with no regular access to vulnerable adults or children

The law only allows us to ask about current unspent convictions.

I confirm that I have no unspent convictions, either in the UK or elsewhere

I have unspent convictions – details given below

Offence	Date of conviction	Penalty

I confirm the above information is accurate, to the best of my knowledge. I understand that failure to provide the information requested above will be viewed as a serious matter. I understand that if I become a volunteer, I must tell the council of any convictions recorded against me in the future

Signed: _____ Date: _____

If section A has been completed, it is also our policy to confirm the information by requesting a Disclosure and Barring Service (DBS) check, or equivalent, from the relevant authority. This process will take place in accordance with the law.

Declaration

I confirm the information given in this application is correct to the best of my knowledge. I accept that if I give false information I will not be allowed to continue volunteering for Thurrock Council.

I understand that this information will be kept in accordance with data protection legislation. I confirm I have read and understood the terms that explain how my information may be used.

Signed: _____ Date: _____

Where to send this form

Please email your completed form to: volunteering@thurrock.gov.uk

You can post you form to:

Volunteer Programme, Thurrock Council, New Road, Grays, RM17 6SL

What happens next

Your application will be sent to the volunteer manager for the role for which you have applied on the nearest Tuesday. They will contact you to arrange an informal chat, and may ask you to bring identification documents. If you and the volunteer manager agree you would like to continue with the application, we will send for:

- 2 references, using the referee details you have provided on this form
- identification documents, if not previously shown during your informal chat
- Disclosure and Barring Service (DBS) check, if required for the role

You may be asked to carry out a trial volunteer session or training whilst waiting for these checks to be returned. Once complete, the volunteer manager will contact you to agree a start date and ask you to sign a volunteer agreement – you can then begin your volunteer role.

Equalities monitoring

Equalities monitoring helps us to understand how different sections of the community use our services. We collect this information solely for counting statistics, so we can check for inequalities and take action where it's needed. If you would rather not answer these questions, please select 'prefer not to say'.

1. Gender

Are you:

- female
- male
- gender neutral
- transgender
- prefer not to say
- other: _____

2. Age

Are you:

- 17 years-old or under
- 18 to 24 years-old
- 25 to 34 years-old
- 35 to 44 years-old
- 45 to 59 years-old
- over 60 years-old
- prefer not to say

3. Ethnicity

Are you:

- Asian – Arab
- Asian – Bangladeshi
- Asian – Chinese
- Asian – Indian
- Asian – Pakistani
- Black – Black African
- Black – Black Caribbean
- White – White British
- White – White Irish
- Mixed – Asian and White
- Mixed – Black African and White
- Mixed – Black Caribbean and White
- Traveller – Gypsy
- Traveller – Irish Traveller
- Traveller – Romany
- prefer not to say
- other: _____

4. Disability

If you are disabled, is your impairment:

- none
- hearing
- hidden impairment
- learning disability
- long term medical condition
- mental health
- mobility – a wheelchair user
- mobility – not a wheelchair user
- speech
- visual
- prefer not to say
- other: _____

5. Sexual orientation

Are you:

- bisexual
- gay man or lesbian
- heterosexual (straight)
- prefer not to say
- other: _____

6. Religion or faith

Is your religion or faith:

- Baha'i
- Buddhism
- Christianity
- Hinduism
- Islam
- Judaism
- Sikhism
- Taoism
- no religion
- prefer not to say
- other: _____