**Volunteer Recruitment Pack**

Thank you for your interest in volunteering with the RLSS UK. Volunteers are a very important part of our organisation, and there are so many interesting opportunities and different ways to get involved. Please complete this form to tell us about your skills, qualities, interests and availability to volunteer.

**Description and Person Specification**

|  |
| --- |
| Please refer to the Description and Person Specification for specific information about this role. |

**RLSS UK’s commitment to safeguarding**

RLSS UK is committed to safeguarding and ensuring the welfare of children and adults at risk and expects all staff paid and unpaid to share this commitment. The suitability of all prospective volunteers will be assessed during the recruitment process in line with this commitment.

**The selection process**

Once the closing date has passed we will endeavour to shortlist the role as soon as possible. Applicants will be notified by email if they have been selected for interview. However, if you do not hear from us within four weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

**Interview process**

Our interview process usually consist of a friendly formal chat that might be done face to face, by telephone or skype. However, should you not be successful in your application, please do not be discouraged from applying for future volunteering opportunities where you meet the person specification – your skills and experience may be what we need for our next volunteering opportunity.

**References**

All our volunteer opportunities are subject to the satisfactorily completion of reference checks.

**Feedback to unsuccessful applicants**

No correspondence regarding the selection process or appointment of individuals will be entered into with unsuccessful applicants although we will endeavour to provide constructive feedback upon request.

**Eligibility to work in the UK**

In order to comply with the Asylum & Immigration Act 1996, all employers in the UK are required to make basic document checks on every person they tend to employ for paid or unpaid work. We have to ask all applicants who are offered a volunteer role to provide proof that they can be legally offered unpaid work in the UK. If we do not see satisfactory documentation, the opportunity to volunteer may be withdrawn or terminated.

**How to return this application form**

Please fill out the form in as much detail as possible and return to:

* Your local Club or Branch management for all club or branch roles.
* Volunteering Department at volunteer@rlss.org.uk or by post to RLSS UK HQ, Red Hill House 227 London Road, Worcester, WR5 2JG for all RLSS UK HQ roles.

If you have any questions, please do not hesitate to get in touch on 0300 3230 096.

## **Volunteer Application Form**

**Please complete in CAPITAL LETTERS.**

|  |  |  |
| --- | --- | --- |
| **Volunteer Role Title:** | **Activity/Event:** | **Location:**      |

**Personal details**

|  |  |  |
| --- | --- | --- |
| Full Name: |       |       |
| Date Of Birth: |       | Gender: | Male [ ]  Female [ ]  |
| Home Address: |       |
| Landline Phone: |       | Mobile Phone: |       |
| E-mail Address: |       |
| Where did you hear about volunteering for RLSS UK? |       |
| Current Employment Status  | Student**[ ]**  Unemployed**[ ]**  Retired**[ ]**  Employed**[ ]** Volunteer **[ ]** Other**[ ]**  |

**In support of your application**

|  |  |
| --- | --- |
| **Why are you interested in becoming a volunteer with RLSS UK?** |  |
| **What skills and qualities can you offer that will benefit your role as a volunteer with RLSS UK?** |  |
| **What personal attributes will you bring to the role?** |  |
| **What is your experience in volunteering?** |  |
| **What is your current and previous involvement in RLSS UK activity, if any?** |  |

**Please tell us about your availability**

|  |  |  |
| --- | --- | --- |
| **Daytime (Monday-Friday)** | **AM: [ ]  Yes** [ ]  **No** | **PM: [ ]  Yes** [ ]  **No** |
| **Evenings:**  | [ ]  **Yes [ ]  No** |
| **Weekends:** |  **[ ]  Yes [ ]  No** | **Occasional/One-off: [ ]  Yes [ ]  No** |
| **Dates when available (If applicable)** |  |
| **Roughly how many hours per week can you offer?** |  |
| **Future Volunteering Opportunities and Events** | **Please indicate if we can contact you again for similar events where we may require volunteers: Yes [ ]  No[ ]**  |

# **Disclosure of Criminal Background**

Do you have any pending prosecutions or unspent convictions? **[ ]  Yes [ ]  No**

**If yes please give details below including date(s) and nature of offence(s).**

|  |
| --- |
|  |

**Criminal Records Checks**

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH RLSS UK. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES. Further information on recruitment is available in the RLSS UK Safeguarding Policy.

Some of our volunteer roles will require the satisfactory completion of a criminal records checks and/or a self-disclosure form. Please tick this box if you consent to a check where appropriate. **[ ]**

# **Equality and Diversity Monitoring Form**

**Please complete and return with your application form.**

Please help us to monitor our volunteer recruitment procedures. RLSS UK is committed to the equal treatment and equality of opportunity for its staff and volunteers and by promoting Equality and Diversity will recognise, respect and value people’s differences.

Please note this page will be separated from your application and will only be used for monitoring purposes only by RLSS UK Recruitment Team in line with the requirements of the Data Protection Act 1998.

**Job title:**

**Location:**

Are you: [ ]  Male [ ]  Female [ ] Other

Are you: [ ] Married [ ]  Single [ ]  Other

Are you: [ ]  Under 18 [ ] 18-24 [ ] 25-34 [ ] 35-44 [ ] 45-54 55-64[ ]  [ ] 65+

**How would you describe your ethnic origin?**

**Asian, Asian British, Asian English, Asian Scottish, Asian Welsh**

[ ]  Bangladeshi [ ]  Chinese [ ]  Indian

[ ]  Pakistani [ ]  Any other Asian background

**Black, Black British, Black English, Black Scottish, Black Welsh**

[ ]  African [ ]  Caribbean [ ]  Any other black background

**Mixed heritage**

[ ]  White and Asian [ ]  White and Black African [ ]  White and Black Caribbean

[ ]  Any other mixed background

**White**

[ ]  British [ ]  English [ ]  Irish

[ ]  Scottish [ ]  Welsh [ ]  Any other white background

[ ]  Any other ethnic background [ ]  I do not wish to declare my ethnic origin

**Disability**

Do you regard yourself as having a disability? [ ] Yes [ ] No

If answered yes, describe the nature of your disability:

Please list any reasonable adjustments you think you may require:

**Thank you for taking the time to complete this form.**