

 **Registered Charity No. 1146481**

**VOLUNTEER APPLICATION**

You may return this form by:

Email; debi.seabrook@kenwardtrust.org.uk

Post; Kenward Trust Fundraising, Events & Volunteer Engagement Team, Kenward Road, Yalding, Kent ME18 6AH

If you have any queries, please telephone 01622 814187 or email to the above address.

**The information given in this application is for the sole use of the Kenward Trust and will not be shared with third parties.**

**Kenward Trust keeps your information on file only for the duration of your volunteering with us.**

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| **VOLUNTARY POSITION APPLIED FOR:** |   |

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| **Personal Information** |

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| **Forename(s):**  |  |

|  |  |
| --- | --- |
| **Surname:**  |  |

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| --- | --- |
| **Previous Name(s):** |  |

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| --- | --- |
| **Address:****Postcode:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone:** | **Home:** | **Work:** | **Mobile**: |

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| --- | --- |
| **Email Address:** |  |

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| **Gender***Please tick as appropriate* | **Male** |  | **Female** | √ |

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| **Age Group***Please tick as appropriate* | Under18 |  | 18-25 |  | 26-40 |  | 41-55 |  | Over 55 |  |

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| **Do you hold a full current driving license?***Please tick as appropriate* | **Yes** |  | **No** |  |

 **Please note that Kenward Trust main site is 20 minutes walk from public transport options, along a country road**

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| **How did you hear about this volunteering opportunity?**  |  |

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| **Please tell us why you would like to volunteer for the Kenward Trust.** |  |

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| **Please tell us what you hope to gain from your volunteer experience with us.** |  |

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| **Please tell us about any educational background, work or volunteering experience that is relevant to the volunteering role you are applying for.** |  |

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| **If you have volunteered before, please give details of where you have volunteered, for how long and describe your volunteer role.** |  |

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| **What hobbies, skills, special interests or qualities do you have that may be relevant to the volunteer role you are applying for?** |  |

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| **Please use this space to add any further comments that you would like to share with us.** |  |

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| **Applications from ex-offenders will be considered on their merit. Due to the nature of the work that we undertake at Kenward Trust with vulnerable adults it is requested that you disclose all spent and unspent convictions, by virtue of the Rehabilitation of Offenders Act (1974).****Some volunteering posts are subject to an enhanced or standard DBS check – applicants will be advised if this is relevant to the role being applied for upon receipt of their application and our own risk assessment.** |
| **If this applies to you, would you be prepared to provide such a statement?** *Please tick as appropriate* | **Yes** |  | **No** |  |
| **Have you ever been convicted of a criminal conviction?***Please tick as appropriate*  | **Yes** |  | **No** |  |
| **If yes, please give details of your conviction and sentence passed:** |
| **We have a policy that volunteers with a background of alcohol or drug misuse are in a sustained recovery period of at least 6 months at the time of application.****All information will be treated in the strictest of confidence.** |

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| **References** |

Any offer of voluntary placement is subject to receipt of two satisfactory references.

Please give the contact details and occupation of two referees (not relatives)

and explain how they are known to you;

 **I have known Becky for about 8 years as a colleague and Natalie is my current manager at work.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  |  | **Name:** |  |
| **Address:** |  |  | **Address:** |  |
| **Telephone:** |  |  | **Telephone:** |  |
| **Occupation:** |  |  | **Occupation:** |  |
| **Email** |  |  | **Email** |  |

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| **Declaration** |

To the best of my knowledge the above statements are true. I understand that if I have withheld or mis-stated any information it may result in the refusal or termination of my voluntary placement. I also understand that any written offer of a voluntary placement is subject to satisfactory references and if deemed appropriate, the appropriate DBS Checks being carried out.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Data Protection** |

I understand that the organisation will maintain a record of this information in accordance with the data protection act 1998. I hereby give my consent that the information held can be processed by the organisation for the purpose of this application.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Registered Charity No. 1146481**

**PERSONAL INFORMATION**

*To allow us to monitor our compliance with the Equal Opportunities Policy, you are asked to*

*complete the questions below. It will be treated as* ***strictly private and confidential*** *and used*

*for monitoring purposes only.*

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| **VOLUNTARY POSITION APPLIED FOR:** |  |

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| **Equality and Diversity** |

Kenward Trust is committed to an Equal Opportunities Policy and will therefore work to ensure that

Equal Opportunities are the basis for all contact and work with volunteers. KENWARD TRUST believes that

volunteers should reflect the cultural and ethnic composition of the community and the projects it serves.

KENWARD TRUST will actively seek out, encourage and assist volunteers from all cultural and ethnic groupings to take part in its activities.

Please refer to the Equal Opportunities Monitoring Form on Pages 8 & 9 to complete (optional)

**A full copy of our ‘Equal Opportunity Policy Statement’ is available at your request.**

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| **Data Protection** |

I understand that the organisation will maintain a record of this information in accordance with the General Data Protection Regulation 2018. I have reviewed the Data Protection privacy notice (volunteer recruitment) below and I hereby give my consent that the information can be retained according to the Data Protection privacy notice for the purpose of this application.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign here it you do NOT wish for your information to be retained for the recommended record retention period of 6 months.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this application form and Equal Opportunities Monitoring Form (optional) to volunteer admin at KENWARD TRUST.

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| **Many thanks** |

# kenward-finalLogo copy

# Data Protection Privacy Notice (volunteer recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a ‘privacy notice’) and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

# Who collects the information

Kenward Trust is a ‘data controller’ and gathers and uses certain information about you.

# Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

# About the information we collect and hold

## **What information**

We may collect the following information up to and including the shortlisting stage of the recruitment process:

* Your name and contact details (ie address, home and mobile phone numbers, email address);
* Details of relevant qualifications, experience, employment history and hobbies/interests.
* Information regarding your criminal record.
* Details of your referees.

We may collect the following information after the interview stage, before a final decision to take on the volunteer:

* Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)
* A copy of your driving licence / passport / birth or marriage certificate or any other relevant document needed for DBS application

## **How we collect the information**

We may collect this information from you, your referees (details of whom you will have provided), your education provider, the relevant professional body, the Disclosure and Barring Service (DBS), the Home Office.

## **Why we collect the information and how we use it**

We will typically collect and use this information for the following purposes.

* to take steps to enter into a volunteer agreement;
* for the performance of a task carried out in the public interest; and
* for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

## **How we may share the information**

We may also need to share some of the above categories of personal information with other parties, such as relevant project leaders. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

## **Sensitive personal information and criminal records information.**

Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Data Protection Policy, available on our website [www.kenwardtrust.org.uk](http://www.kenwardtrust.org.uk)

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**EQUAL OPPORTUNITIES MONITORING FORM (optional)**

This form is not used in any decision-making.

*You do not have to complete this form* but doing so enables us to monitor the effectiveness of our Equal Opportunities Policy. We recognise the benefits of a diverse workforce. We are committed to treating all job applicants and employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, trans-gender status, pregnancy, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please state which volunteer role you have applied for ................................................................................

1. How would you describe yourself? (Please tick one box)

A [ ]  Asian or Asian British

 [ ]  Bangladeshi

 [ ]  Indian

 [ ]  Pakistani

 [ ]  Any other Asian background, please state .......................

B [ ]  Black or Black British

 [ ]  African

 [ ]  Caribbean

 [ ]  Any other Black background, please state .......................

C [ ]  Chinese or other ethnic group

 [ ]  Chinese

 [ ]  Any other, please state .......................

D [ ]  Mixed Heritage

 [ ]  White and Asian

 [ ]  White and Black African

 [ ]  White and Black Caribbean

 [ ]  Any other Mixed background, please state ......................

E [ ]  White

 [ ]  British

 [ ]  English

 [ ]  Irish

 [ ]  Scottish

 [ ]  Welsh

 [ ]  Any other White background, please write in box ......................

F [ ]  Prefer not to say

## 2. What is your gender?

Male  Female  Prefer not to say 

3. Is your present gender the same as at your birth?

Yes  No  Prefer not to say 

## 4. What is your age group?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 16-17 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | 18-21 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | 21-29 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | 30-39 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |
| 40-49 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | 50-59 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | 60 or over | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Prefer not to say | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |

## What is your sexual orientation?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual/straight | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Bisexual | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Lesbian/gay woman | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |
| Homosexual/gay man | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Other | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Prefer not to say | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |

1. What is your religious or belief system?

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| --- | --- | --- | --- | --- | --- |
| Buddhist | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Christian | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Hindu | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |
| Jewish | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Muslim | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Sikh | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |
| No Religion | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Other | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Prefer not to say | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |

## Do you consider yourself to have a disability or long-term health condition?

Yes  No  Prefer not to say 