The Royal Bournemouth and Christchurch Hospitals
NHS Foundation Trust

VOLUNTEER APPLICATION FORM

Volunteers must be a minimum 18 years of age.

Area in which you wish to volunteer (eg ward helper, admin, meal time companion, bus driver)

Your Personal Details

<table>
<thead>
<tr>
<th>Mr/Mrs/Ms/Miss/Other</th>
<th>Surname/Family Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name(s)</td>
<td>Date Of Birth</td>
</tr>
</tbody>
</table>

Address

Post Code

Home Tel No

Work Tel No

Mobile

Email

Contact Details in Case of an Emergency

<table>
<thead>
<tr>
<th>Name</th>
<th>Tel No</th>
<th>Relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Address (including post code)

Availability

- A commitment of at least one session of 3 hrs per week
- A minimum commitment of 6 months

Day(s) of Week

am/pm

Office Use Only

<table>
<thead>
<tr>
<th>Interview date:</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref 1 sent:</td>
<td>Recd</td>
</tr>
<tr>
<td>Ref 2 sent:</td>
<td>Recd</td>
</tr>
<tr>
<td>Medical Form sent/taken:</td>
<td>Medical Form cleared:</td>
</tr>
<tr>
<td>CRB sent:</td>
<td>CRB cleared:</td>
</tr>
<tr>
<td>Area of volunteering:</td>
<td>Start date:</td>
</tr>
<tr>
<td>Core Induction attended:</td>
<td>Local Induction:</td>
</tr>
<tr>
<td>Other training:</td>
<td></td>
</tr>
</tbody>
</table>
**Reference Details**

Please give the names and addresses of two referees who have known you for **3 years or longer but who are not members of your family**. One should preferably be a work referee. NB References outside the UK can only be sent via email.

<table>
<thead>
<tr>
<th>Referee 1</th>
<th>Referee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
</tbody>
</table>

**Reasons for Applying to be Volunteer**

Please give details of why you want to be a volunteer *(Please use a continuation sheet if necessary)*

**Please list your skills/hobbies/strengths you consider an advantage to becoming a volunteer *(Please use a continuation sheet if necessary)*

**Have you volunteered before? If so, where?**

**What is your current employment status?**

- Employed   [   ]   House person   [   ]
- Unemployed* [   ]   Other (please specify)   [   ]
- Student**   [   ]
- Retired     [   ]

* If you are unemployed and seeking employment, please do not feel you have to stop volunteering when you get paid work.

**If you are a student, please consider how you would fit in your volunteering with course work, exams, socialising and if appropriate work hours too.**
Have you ever worked for the NHS? If so, in what capacity?

How did you hear about volunteering at RBCH?

<table>
<thead>
<tr>
<th>Hospital website</th>
<th>Volunteer Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Recommendation</td>
<td>Other (please specify)</td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

If you become a volunteer at RBCH, would you be interested in receiving further information on helping out if there was a Major Incident?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Rehabilitation of Offenders Act

Posts entailing contact with patients are exempt from the provisions of Section 4(2) of the Rehabilitation of offenders Act 1974. This means applications are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. You should also declare if you have ever received a caution, reprimand or warning. Failure to disclose any unspent convictions at this stage may result in your application being declined. Any information given will be completely confidential and will be considered only in relation to any application for voluntary positions to which the order may apply.

Do you have any criminal convictions? Yes [ ] No [ ]

If yes, please provide information below:

Information Governance

During the course of my work as a volunteer, I may acquire personal knowledge about a patient or the Trust. I fully understand that all such information must be treated with absolute confidentiality and that I must not discuss this with any persons other than relevant staff.

This is an agreement to do Voluntary work within the Trust and I understand this is not contractual:

Signed …………………………………………. Date ………………………

Name ……………………………………………

Please return completed form to:
Voluntary Services Department
The Royal Bournemouth Hospital
Castle Lane East
Bournemouth
BH7 7DW

Or email: voluntary.services@rbch.nhs.uk
MONITORING INFORMATION

This section of the application form will be detached from your application form. The information collected will only be used for monitoring purposes in an anonymised format and will help the organisation analyse the profile and make up of applicants and appointees to jobs in support of their equal opportunities policies.

NHS organisations recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We therefore welcome applications from all sections of the community.

* Date of Birth

* Gender
  - Male
  - Female
  - I do not wish to disclose this

Equality Act 2010

* I would describe my ethnic origin as:

<table>
<thead>
<tr>
<th>Asian or Asian British</th>
<th>Mixed</th>
<th>Other Ethnic Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Bangladeshi</td>
<td>□ White &amp; Asian</td>
<td>□ Chinese</td>
</tr>
<tr>
<td>□ Indian</td>
<td>□ White &amp; Black African</td>
<td>□ Any other ethnic group</td>
</tr>
<tr>
<td>□ Pakistani</td>
<td>□ White &amp; Black Caribbean</td>
<td>□ I do not wish to disclose this</td>
</tr>
<tr>
<td>□ Any other Asian background</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Black or Black British</th>
<th>White</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ African</td>
<td>□ British</td>
<td></td>
</tr>
<tr>
<td>□ Caribbean</td>
<td>□ Irish</td>
<td></td>
</tr>
<tr>
<td>□ Any other Black background</td>
<td>□ Any other White background</td>
<td></td>
</tr>
</tbody>
</table>

Equality Act 2010

* Please select the option which best describes your sexual orientation
  - Lesbian
  - Gay
  - Bisexual
  - Heterosexual
  - I do not wish to disclose this

* Please indicate your religion or belief
  - Atheism
  - Buddhism
  - Christianity
  - Islam
  - Jainism
  - Sikhism
  - Judaism
  - Hinduism
  - Other
  - I do not wish to disclose this
Equality Act 2010

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called “hidden” disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

* Do you consider yourself to have a disability?

☐ Yes
☐ No
☐ I do not wish to disclose this information

Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark ‘other’.

☐ Physical Impairment
☐ Sensory Impairment
☐ Mental Health Problem
☐ Learning Disability/Difficulty
☐ Long-standing illness
☐ Other

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become "spent". During the rehabilitation period, convictions are referred to as "unspent" convictions and must be declared to employers.

Before you can be considered for appointment with the NHS we need to be satisfied about your character and suitability.

The NHS aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion or belief, disability, sexual orientation and age. The NHS undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

If you are applying for a post involving access to persons in receipt of health services, your offer of employment may be subject to a satisfactory disclosure from the Criminal Records Bureau. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

Anyone applying for a position which involves a regulated activity and certain controlled activity from 12 October 2009 will require an enhanced Criminal Records Bureau check and that disclosure will, where appropriate to the role, include information against the Independent Safeguarding Authority barred lists for working with children or working with adults or both.

Are you currently bound over, or do you have any unspent convictions issued by a Court or Court Martial in the UK or any other country?

☐ Yes ☐ No

If yes, please supply details below;
Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

In order to protect certain vulnerable groups within society, there are a number of posts within the NHS that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. As the post you have applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants for such posts are not entitled to withhold any information about convictions or other relevant criminal record information which for other purposes are "spent" under the provisions of the Act. If you are successful with this application, any failure to disclose such information could result in dismissal or disciplinary action. Any information provided will be confidential and will be considered only in relation to posts to which the Order applies.

From 12 October 2009 under the terms of the Safeguarding Vulnerable Groups Act (2006), all positions involving regulated and certain controlled activity with children and vulnerable adults and which are carried out frequently, intensively or overnight will require an enhanced Criminal Records Bureau (CRB) check. Where appropriate to the role, the CRB disclosure will include information against the Independent Safeguarding Authority barred lists for working with children and/or vulnerable adults.

Are you currently bound over or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country?

☐ Yes ☐ No

If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. Please note: you do not need to tell us about parking offences.

Has your name ever appeared on the Protection of Children's List or have you ever been referred to the Independent Safeguarding Authority (ISA) for consideration of barring against the Children's List?

☐ Yes ☐ No

Has your name ever appeared on the Protection of Vulnerable Adults List or have you ever been referred to the Independent Safeguarding Authority (ISA) for consideration of barring against the Vulnerable Adults List?

☐ Yes ☐ No

DECLARATION

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration

Signature

Name

Date