

Volunteer expression of interest form



Tell us who you are and how to get in touch with you?

Name:	
Address:	
Telephone:	
Mobile:	
Email:	

What volunteer opportunity or activity would you like to be considered for? And when and where you would like to volunteer?

<p>Area of work (please tick all that apply)</p> <p><input type="checkbox"/> Audience engagement</p> <p><input type="checkbox"/> Collections</p> <p><input type="checkbox"/> Public service</p> <p><input type="checkbox"/> Conservation</p> <p>And/or</p> <p><input type="checkbox"/> Events Volunteers</p> <p><input type="checkbox"/> Audience Engagement Admin Volunteer</p> <p><input type="checkbox"/> Digitisation Volunteer</p> <p><input type="checkbox"/> Oral History Volunteer</p> <p><input type="checkbox"/> Other _____</p> <p>Details of the roles available can be found at: www.archives.wyjs.org.uk/</p>	<p>Location: (some roles are site specific)</p> <p><input type="checkbox"/> Any</p> <p><input type="checkbox"/> Morley</p> <p><input type="checkbox"/> Bradford</p> <p><input type="checkbox"/> Calderdale</p> <p><input type="checkbox"/> Kirklees</p> <p><input type="checkbox"/> Leeds</p> <p><input type="checkbox"/> Wakefield</p> <p><input type="checkbox"/> Remote</p>																								
<p>Your availability (please tick as appropriate)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Mon</td> <td style="text-align: center;">Tue</td> <td style="text-align: center;">Wed</td> <td style="text-align: center;">Thur</td> <td style="text-align: center;">Fri</td> <td style="text-align: center;">Weekends</td> <td style="text-align: center;">Total Flexible</td> <td style="text-align: center;">Work from home</td> </tr> <tr> <td style="text-align: center;">am pm</td> <td style="text-align: center;">am pm</td> <td style="text-align: center;">am pm</td> <td style="text-align: center;">am pm</td> <td style="text-align: center;">am pm</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Mon	Tue	Wed	Thur	Fri	Weekends	Total Flexible	Work from home	am pm	am pm	am pm	am pm	am pm				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon	Tue	Wed	Thur	Fri	Weekends	Total Flexible	Work from home																		
am pm	am pm	am pm	am pm	am pm																					
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		

Use this section to tell us about your skills and interests

Why are you interested in volunteering for WYAS and what do you hope and expect to gain from the experience?:

What personal qualities and abilities would you bring?
Do you have specialist skills, interests or hobbies that you would like to use when volunteering for WYAS? Or is there some skills you would like to develop?

Tell us about any volunteering experience or any previous employment you have?

Equal Opportunities

A) WYAS welcomes volunteer applicants with all range of abilities for the skills they bring. We aim to create a positive environment that enables all volunteers to realise their full potential. So we can consider any appropriate adjustments to the volunteer environment and better support you in your role, please give details below of any disabilities or health issues (e.g. bad back).

--

B) Under the rehabilitation of Offenders Act 1974, do you have any unspent criminal convictions?

Yes No

If you have ticked yes, summarise details below. Having a conviction will not necessarily stop you from volunteering, but will need to be taken into consideration when assessing your suitability.

C) Under the Asylum and Immigration Act 1996 most nationals of non-EU countries need a work permit to take up unpaid voluntary work in the UK.

If you are from the European Union, you are free to volunteer in the UK. For those from outside the EU, you will need to check that your visa allows you to volunteer. We advise that you contact the UK Borders and Immigration Agency to find out. WYAS is not able to sponsor volunteer visas

Do you need a permit?

Yes No not relevant

References

Please provide two references we can contact if you are successful in your application. Please note, references can be employers, volunteers, landlords or tutors (for example) but **should not** be a relative.

Referee 1

Name:			
Address:			
Telephone			
Mobile:			
Email:			
Relationship to you:			
How long have you known them?			
Can we contact them?	yes		no

Referee 2

Name:				
Address:				
Telephone				
Mobile:				
Email:				
Relationship to you:				
How long have you known them?				
Can we contact them?	<table border="1"><tr><td>yes</td><td></td><td>no</td></tr></table>	yes		no
yes		no		

Data Protection

Data Protection Act: I understand and agree that, as part of volunteering with WYAS my details may be held in a confidential database that is only used for reasons relating to my volunteering.

Please tick box to confirm

Signature:		Date:	
-------------------	--	--------------	--

Return this form to: Head of Audience Engagement and Learning, Po Box 5, Nepshaw Lane South, Morley, Leeds, LS27 0QP or email educationandoutreach@wyjs.org.uk

For monitoring purposes, please complete the attached Equal Opportunities form and return it to us

<i>Received:</i>	<i>Interview date:</i>	<i>Interview confirmed:</i>	<i>Induction training invite:</i>	<i>Attendance confirmed:</i>	<i>Start date:</i>

Equal Opportunities Form

Guidelines for Volunteer selection

Our volunteer selection processes are carried out in a way that ensures that individuals are selected purely on the basis of their ability to do the role in which they are interested. No volunteer will receive less favourable treatment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, sexual orientation, religious belief or political opinion or be disadvantaged by conditions or requirements which are not justified or relevant to the role. The sole criterion for selection is the suitability of the applicant for the role. We are committed to ensuring that every applicant applying for a volunteer role within RNID is treated fairly.

Monitoring

We will treat the following information as confidential and we would appreciate your co-operation in helping us monitor the effectiveness of our Equal Opportunities Policy. Your application will not be affected by the information provided and will be separated from your application form on receipt.

Role Applied For:		Date:	
--------------------------	--	--------------	--

Where did you hear about the opportunity?

- Newspaper – please state title _____
- website Enquired at office
- Word of mouth
- Other – please state _____

-
- Male/Female
 - Do you consider yourself to have a disability?* Yes/No

If yes, please provide further details:

*The Disability Discrimination Act 1995 defines a disabled person as someone with a physical or mental impairment, which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities.

- Age Group

- | | | | |
|----------|--------------------------|---------|--------------------------|
| Under 25 | <input type="checkbox"/> | 56 – 65 | <input type="checkbox"/> |
| 26 – 35 | <input type="checkbox"/> | 66 + | <input type="checkbox"/> |
| 36 – 45 | <input type="checkbox"/> | | |
| 46 – 55 | <input type="checkbox"/> | | |

- What is your ethnic group? (Groupings are based on the categories used in the Census in England & Wales in 2001). Choose 1 section from (a) to (e) then tick the appropriate box to indicate your cultural background.

a) White

- British
 - Irish
 - Any other White background
-

b) Mixed

- White & Black Caribbean
 - White & Black African
 - White & Asian
 - Any other mixed background
-

c) Asian or Asian British

- Indian
 - Pakistani
 - Bangladeshi
 - Any other Asian background
-

d) Black or Black British

- Caribbean
 - African
 - Any other Black background
-

e) Chinese or other ethnic group

- Chinese
 - Any other
-