

### Registration to Volunteer

<b>Volunteer Role interested in:</b>	
<b>Location:</b>	

#### Personal Details

<b>Title:</b>	
<b>Surname/Family Name:</b>	
<b>First Name:</b>	
<b>National Insurance Number:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Home Phone Number:</b>	
<b>Mobile Number:</b>	
<b>Email:</b>	

All personal and sensitive information you provide to us will be safely stored on the Trust's online volunteer portal which is accessible to only those with legitimate cause to view your information.

By providing us with your contact details, you are consenting to be contacted by us about your volunteering (e.g. to share volunteering opportunities, alert you to relevant volunteering events, or let you know that a meeting to which you were invited has been cancelled).

Your personal information will be held for the duration of your volunteering and for six years once you cease (in accordance with the Trust's Information Governance policy and UK data protection legislation).

**Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?**

Yes  No

**If you have answered 'no' above, you must answer these questions:  
Please select the category that relates to your current immigration status. This status will be subject to checking before interview.**

- |  |  |
|--|--|
| <input type="checkbox"/> Highly Skilled Migrant Programme/Tier 1 | <input type="checkbox"/> Post Graduate Doctor/Dentist                |
| <input type="checkbox"/> Indefinite Leave to remain/enter        | <input type="checkbox"/> Tier 5 Temporary Workers                    |
| <input type="checkbox"/> Work Permit/Tier 2                      | <input type="checkbox"/> Tier 5 Youth Mobility/ working holiday visa |
| <input type="checkbox"/> Dependant / Spouse visa                 | <input type="checkbox"/> Refugee                                     |
| <input type="checkbox"/> Clinical attachment visa                | <input type="checkbox"/> Tier 4 student                              |
| <input type="checkbox"/> Visitor                                 | <input type="checkbox"/> Other                                       |

**Please supply details of any visa currently held:**

**Visa No:**  
**Start Date**  
**Expiry Date:**  
**Details of any Restrictions:**

**Does your visa have a condition restricting volunteering in the UK**

Yes  No

**Emergency Contact**

**This is in case we need to contact someone in an emergency:**

Name:  
 Telephone number:  
 Relationship to you:

## References

Please provide the names and full contact details of at least two people who have agreed to supply references. Referees will be required to comment on your competence, personal qualities and suitability for the post and should have known you for a period of at least **three** years.

This may be your line/department manager, or someone in a position of responsibility for any employment, work experience or volunteering placement undertaken. If you are a student or trainee this could include a teacher/tutor at your education institution.

If you have not been in employment for a considerable amount of time but have had previous employment, then you could seek one reference from your last known employer and a personal reference from a person of standing within your community such as a doctor, solicitor or MP. If you receive care from any of our services you could also give the name of your CPN, Psychiatrist, Social Worker etc.

Where it is genuinely not possible to obtain references from any of the sources outlined above, you must provide contact details of two personal acquaintances that would be willing to give a reference. Personal acquaintances must not be related to you, or have any financial arrangement with you. Please note that all reference requests will be followed up and verified by the Trust.

### Reference 1:

<b>Type of Reference</b>	<input type="checkbox"/> Employer	<input type="checkbox"/> Educational	<input type="checkbox"/> Personal
<b>Number of years referee has known you</b>			
<b>Title:</b>			
<b>Surname/Family:</b>			
<b>First Name:</b>			
<b>Relationship:</b>			
<b>Employer Name</b>			
<b>Referee Job Title:</b>			
<b>Address:</b>			
<b>Post Code:</b>			
<b>Telephone:</b>		<b>County:</b>	
<b>Email:</b>			

**Reference 2:**

<b>Type of Reference</b>				<input type="checkbox"/>	Employer	<input type="checkbox"/>	Educational	<input type="checkbox"/>	Personal
<b>Number of years referee has known you</b>									
<b>Title:</b>									
<b>Surname/Family:</b>									
<b>First Name:</b>									
<b>Relationship:</b>									
<b>Employer Name</b>									
<b>Referee Job Title:</b>									
<b>Address:</b>									
<b>Post Code:</b>									
<b>Telephone:</b>						<b>County:</b>			
<b>Email:</b>									

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013**

The position you have applied for has been identified as being an 'eligible position' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) [**the Exceptions Order**] and, in certain circumstances, the Police Act 1997. This means that when considering any such appointment, the employing organisation is permitted to request a standard or enhanced disclosure through the Disclosure and Barring Service (known as a DBS check).

Both standard and enhanced DBS disclosures contain information about any convictions, cautions, reprimands and final warnings that are not protected (i.e. filtered) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

Failure to reveal a Criminal Conviction or discrepancies between the declarations made on this registration form or Model Declaration Form and the Disclosure is a disciplinary offence which may lead to disciplinary action and ultimately dismissal or the offer of a volunteer placement being withdrawn, an applicant may also be referred to the Local Counter Fraud Team as failure to disclose can be considered as fraud.

\* 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?

You should tick **NO** if any convictions are protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013.

Yes  No

If **YES**, please provide details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, the date and place of the Court hearing.

You are not required to tell us about parking offences.

Please include any additional information or evidence that you believe to be relevant.

\* Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with children?

Yes  No

\* Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with adults?

Yes  No

Have you ever received a police caution, reprimand or final warning in the United Kingdom or in any other country?

You should tick **NO** if any cautions, reprimands or final warnings are protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013.

Yes  No

If **YES**, please provide details of the caution, reprimand or final warning, including the date and reason administered.

You are not required to tell us about parking offences.

Please include any additional information or evidence that you believe to be relevant.

## Supporting Information

In this section please give your reasons for applying for this post and additional information which demonstrates that you have read the published role profile and how you meet the desirable skills and experience for this particular role. This can include relevant knowledge, voluntary activities, training etc.

Why do you wish to become a volunteer at Nottinghamshire Healthcare NHS Foundation Trust?

What interests you about this post?

What skills/experience do you think you can bring to this role?

Is there any further information you would like to add?



## Equality and Diversity Monitoring - Volunteers

Please complete this form in order to help us understand who we are reaching and to better serve everyone in our community. The information will be used to provide an overall profile analysis of our volunteer base.

Please be assured that the information you provide is kept confidential.

### Gender:

- Male:
- Female:
- Other:
- Do not wish to disclose:

### Disability:

- Do you have a disability or a long-term health condition which affects you day to day activities?
- Yes
- No
- Do not wish to disclose:

### Ethnic Group:

#### Black or Black British

- Caribbean
- African
- Other Black (please specify)

#### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Other Asian (please specify)

#### White

- British
- Irish
- Other (please specify)

Chinese

Other Ethnic Group

(please specify)

Gypsy/Roma/Traveller

Do not wish to say

### Religion/Belief:

- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other
- No Religion
- Do not wish to disclose

### Sexual Orientation

- Heterosexual/Straight
- Gay man
- Lesbian/Gay woman
- Bisexual
- Do not wish to disclose

**What is your relationship status?**

- |                   |                          |                         |                          |
|-------------------|--------------------------|-------------------------|--------------------------|
| Single            | <input type="checkbox"/> | Co-habiting             | <input type="checkbox"/> |
| Civil Partnership | <input type="checkbox"/> | Divorced                | <input type="checkbox"/> |
| Widowed           | <input type="checkbox"/> | Other                   | <input type="checkbox"/> |
| Married           | <input type="checkbox"/> | Do not wish to disclose | <input type="checkbox"/> |
| Separated         | <input type="checkbox"/> |                         |                          |

**Date of Birth**