

### 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>Date of Birth:</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:**

<b>Visa No:</b>	
<b>Start Date</b>	DD/MM/YYYY
<b>Expiry Date:</b>	DD/MM/YYYY
<b>Details of any Restrictions:</b>	

**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 your referees.

- References must cover a 3 year period of continuous employment, training or education. Your referees will need to confirm this. They may need to comment on your skills, personal qualities and suitability for the post.
- Your referee could be an HR department, line manager or someone in a position of responsibility.
- You must provide an email address for each referee. This may require you to contact your referee to confirm this prior to submitting your registration form, as this is a mandatory field.
- If you are a student or trainee this should include a teacher/tutor at your school/college or university.
- If you have not been in employment or education for the last 3 years, you may need to supply a character reference or a personal statement. A character reference must not be from a relative or someone who has a financial arrangement with you.
- Emails for employers must be a valid work email address and not the referee's personal email address unless the email being provided is covering a gap in work history or the employer no longer exists and the referee being used is a personal/character referee.
- all reference requests will be followed up and verified by the Trust.

Referees may be approached before interview, unless you state otherwise.

### Reference 1:

<b>Type of Reference</b>		<input type="checkbox"/> Employer	<input type="checkbox"/> Educational	<input type="checkbox"/> Character
<b>Period Reference covers (From/To)</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>				
<b>Can the referee be approached prior to interview?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>			

### Reference 2::

<b>Type of Reference</b>		<input type="checkbox"/> Employer	<input type="checkbox"/> Educational	<input type="checkbox"/> Character
<b>Period Reference covers (From/To)</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>				
<b>Can the referee be approached prior to interview?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>			

**Reference 3:**

<b>Type of Reference</b>		<input type="checkbox"/>	Employer	<input type="checkbox"/>	Educational	<input type="checkbox"/>	Character
<b>Period Reference covers (From/To)</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>							
<b>Can the referee be approached prior to interview?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>						

**Safeguarding**

This section of the registration form will only be viewed by those who need to see it as part of the recruitment process. The organisation will treat any information disclosed in the strictest confidence.

**Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating everyone equally and fairly based on their skills, experience and ability to fulfil the duties of the role being applied for.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings).

You are not legally required to provide any information about criminal offences that have become spent. Certain criminal offences can be regarded as spent after a specified rehabilitation period as outlined by the Rehabilitation of Offenders Act 1974.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the information you provide and the position you are applying for.

**Do you have any UNSPENT convictions as outlined in the Rehabilitation of Offenders Act 1974?**

This includes any unspent convictions that may have been issued in any other country, where it would be an equivalent offence in England and Wales.

It also includes all unspent convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.

You **are not** required to disclose any information in relation to convictions that have become SPENT. In these circumstances you should select NO to this question.

Please refer to further information in the '[Application form Help - criminal background](#)' section before completing this question. \*

Yes  No

**Do you have any UNSPENT cautions, reprimands or final warnings as outlined in the Rehabilitation of Offenders Act 1974?**

This includes any unspent cautions, reprimands or final warnings that may have been issued in any other country, where it would be an equivalent offence in England and Wales.

It also includes all unspent cautions that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.

You are not required to disclose any information in relation to cautions, reprimands or final warnings that have become SPENT. In these circumstances you should select NO to this question.

Yes  No

## Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The role you have applied for is exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. This means that the employer can obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Enhanced disclosures may include other relevant non-conviction information held on police databases, at the discretion of the police or Chief Constable of the relevant police force.

Before you complete this form, it is important for you to read the highlighted note in the section below.

If you have a criminal record and are unsure about what might be revealed about you as part of a DBS check, or the type of information you should consider declaring when completing this form, the following links to guidance will help provide more clarity:

The simple guide to filtering (Unlock) at: [hub.unlock.org.uk/knowledgebase/filtering-simple-guide/](http://hub.unlock.org.uk/knowledgebase/filtering-simple-guide/)

Practical guidance on the DBS filtering rules (NACRO) at: [www.nacro.org.uk/resettlement-advice-service/support-for-individuals/](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/)

Do you have any convictions that are not protected (i.e. eligible for filtering) as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) (the Exceptions Order)?

It also includes all convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces, either in the UK or any other country, where the equivalent offence in England and Wales is not protected.

You are not required to disclose any information in relation to the above if ALL convictions are protected (i.e. eligible for filtering) as outlined in the Exceptions Order. In these circumstances you should select NO to this question.

This requirement is regardless as to whether any conviction is spent or remains unspent.

Please refer to further information in the '[Application form Help - criminal background](#)' section before completing this question. \*

Yes  No

Do you have any cautions, reprimands or final warnings that are not protected (i.e. eligible for filtering) as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) (the Exceptions Order)?

It also includes all cautions, reprimands or final warnings that have been issued under military law while serving in the Armed Forces, either in the UK or any other country, where the equivalent offence in England and Wales is not protected.

You are not required to disclose any information in relation to the above if ALL convictions are protected (i.e. eligible for filtering) as outlined in the Exceptions Order. In these circumstances you should select NO to this question.

This requirement is regardless as to whether any caution, reprimand or final warning is spent or remains unspent.

Please refer to further information in the '[Application form Help - criminal background](#)' section before completing this question. \*

Yes  No

**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.

**DOB**  
**DD/MM/YYYY**  
**Gender:**

- Male:   
 Female:   
 Other:   
 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

**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:

**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   
 Civil Partnership   
 Widowed   
 Married   
 Separated   
 Co-habiting   
 Divorced   
 Other   
 Do not wish to disclose

**Declaration**

The information in this registration form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the registration form will be grounds for rejection or subsequent dismissal by the organisation.

I agree to the above declaration

Signed

.....

Date

.....//.....//.....