

Registration to Volunteer

Volunteer Role interested in:	
Location:	

Personal Details

Title:	
Surname/Family Name:	
First Name:	
Date of Birth:	
National Insurance Number:	
Address:	
Postcode:	
Home Phone Number:	
Mobile Number:	
Email:	

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	DD/MM/YYYY
Expiry Date:	DD/MM/YYYY
Details of any Restrictions:	

Does your visa have a condition restricting volunteering in the UK

Yes No

References

Please provide the names and full contact details of your referees.

(Please use a separate sheet if necessary)

- 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.

Page 2 of 9

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

Type of Reference	<input type="checkbox"/> Employer	<input type="checkbox"/> Educational	<input type="checkbox"/> Character
Period Reference covers (From/To)			
Title:			
Surname/Family:			
First Name:			
Relationship:			
Employer Name			
Referee Job Title:			
Address:			
Post Code:			
Telephone:		County:	
Email:			
Can the referee be approached prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Please continue as necessary

Type of Reference	<input type="checkbox"/> Employer	<input type="checkbox"/> Educational	<input type="checkbox"/> Character
Period Reference covers (From/To)			
Title:			
Surname/Family:			
First Name:			
Relationship:			
Employer Name			
Referee Job Title:			
Address:			

Post Code:			
Telephone:		County:	
Email:			
Can the referee be approached prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Type of Reference	<input type="checkbox"/> Employer	<input type="checkbox"/> Educational	<input type="checkbox"/> Character
Period Reference covers (From/To)			
Title:			
Surname/Family:			
First Name:			
Relationship:			
Employer Name			
Referee Job Title:			
Address:			
Post Code:			
Telephone:		County:	
Email:			
Can the referee be approached prior to interview?	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

Page 4 of 9

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 of 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/

Practical guidance on the DBS filtering rules (NACRO) at: 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

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

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

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?

MONITORING INFORMATION - Volunteers

NHS organisations recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, all NHS organisations are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Therefore, a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.

This section of the application form will be detached from your registration form and will not be used as part of the selection process, nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

Please state your date of birth	
Please indicate your gender	<input type="checkbox"/> Male: <input type="checkbox"/> Female: <input type="checkbox"/> Do not wish to disclose:

Equality Act 2010

The Equality Act 2010 protects people who are married or in a civil partnership

Please indicate the option which best describes your marital status?			
Married	<input type="checkbox"/>	Single	<input type="checkbox"/>
Legally separated	<input type="checkbox"/>	Divorced	<input type="checkbox"/>
I do not wish to disclose this	<input type="checkbox"/>	Civil partnership	<input type="checkbox"/>
		Widowed	<input type="checkbox"/>

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

Please indicate your ethnic origin		
Asian or Asian British	Mixed	White
<input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	<input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background
Black or Black British	Other Ethnic Group	
<input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group	<input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects bisexual, gay, heterosexual, and lesbian people from discrimination on the grounds of their sexual orientation.

Please indicate the option which best describes your sexual orientation			
Lesbian	<input type="checkbox"/>	Gay	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
I do not wish to disclose this	<input type="checkbox"/>	Other	<input type="checkbox"/>

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

Please indicate the option which best describes your marital status?			
Atheism	<input type="checkbox"/>	Buddhism	<input type="checkbox"/>
Hinduism	<input type="checkbox"/>	Islam	<input type="checkbox"/>
Judaism	<input type="checkbox"/>	Sikhism	<input type="checkbox"/>
I do not wish to disclose this	<input type="checkbox"/>	Christianity	<input type="checkbox"/>
		Jainism	<input type="checkbox"/>
		Other	<input type="checkbox"/>

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?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	<input type="checkbox"/> 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	<input type="checkbox"/>
Sensory impairment	<input type="checkbox"/>
Mental health condition	<input type="checkbox"/>
Learning Disability/Difficulty	<input type="checkbox"/>
Long-standing illness	<input type="checkbox"/>
Other	<input type="checkbox"/>