



## Volunteer Application Form

Thank you for showing an interest in J.U.S.T

J.U.S.T was set up in 2007. Our mission is reduce crime, and anti social behaviour through life coaching, mentoring, education and outreach.

We seek to work in partnership with those who share our Vision and Mission

All J.U.S.T Volunteers will be trained and supported by us. Communication support for your volunteer role will be provided when needed. We will make sure that we meet your volunteering needs and that J.U.S.T policies and procedures will protect you.

We are sure that you will find your time with J.U.S.T satisfying and rewarding.

Contact us for more details on:

**Tel:** +44 (0) 8432 894 337 | **Fax:** +44 (0) 8432 894 337  
volunteering@justcommunity.org.uk

Please send this form back to: The Volunteer Resource Manager  
J.U.S.T Maxet House, Liverpool Road, Luton, Bedfordshire, LU1 1RS

[www.justcommunity.org.uk](http://www.justcommunity.org.uk)

J.U.S.T takes very seriously its responsibilities for the safety and welfare of its service users, its volunteers and the organisation as a whole.

Criminal records will be taken into account only when the conviction is relevant. Declaring a conviction will not prevent you from being considered for a volunteer role. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. However there are certain roles in J.U.S.T which are exempt from the terms of the Rehabilitation of Offenders Act 1974, and for these you are required to disclose all criminal convictions, including those which are 'spent'. Consideration for these roles will be subject to a satisfactory criminal records check and POVA/POCA check with the Criminal Records Bureau and before the appointment is confirmed. This check will request details of cautions, reprimands or final warnings, as well as convictions.

Volunteer Role being applied for (If known): \_\_\_\_\_

## Contact details

Full Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel/Mob: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## Personal profile

Please tell us as much as you can. This will help us find you the right volunteer role.

### What has attracted you to the idea of volunteering with the J.U.S.T?

(Tick as many boxes below as you want)

- |  |   |
|--|---|
| <input type="checkbox"/> Personal and professional development | <input type="checkbox"/> Helping people       |
| <input type="checkbox"/> Employee volunteering                 | <input type="checkbox"/> Social opportunities |
| <input type="checkbox"/> Other – please specify _____          |   |

### Do you have any skills/experience that you would particularly like to use at J.U.S.T?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Are there any skills/interests that you would particularly like to develop at J.U.S.T?

\_\_\_\_\_  
\_\_\_\_\_

### Do you have any experience of hearing loss yourself or of working with people with hearing loss/deafness? (Tick one or more boxes below as appropriate.)

- Family     Personal     Colleague     Friend
- Other – please specify \_\_\_\_\_

### Availability

Any amount of time you give is valuable to us, be it an hour every now and then or a regular commitment – we would welcome the opportunity to discuss and tailor your volunteering in person. I can offer my time:

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> at one off events | <input type="checkbox"/> every week |
| <input type="checkbox"/> every month       | <input type="checkbox"/> negotiable |

Do you use BSL?     YES     NO    To what level \_\_\_\_\_

**Do you drive and do you have a car available for volunteering purposes?**

(Reasonable expenses will be provided)

YES

NO

**Do you have any requirements that we need to be aware of?**

For example you may need communication support such as an interpreter or palantypist, large print, ramp access or regular breaks. Remember this will not affect your volunteering with us, but will enable us to make sure everything is right for you in advance.

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**Please give details of two referees.**

Please note – referees can be employers or college tutors (for example) but should not be a relative. You need to have known them for over 12 months.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone/Textphone: \_\_\_\_\_ Email \_\_\_\_\_

Relationship to you: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone/Textphone: \_\_\_\_\_ Email \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Do you have any Criminal Convictions you need to Disclose?  Yes  No

We will contact you if further information is required.

If you are not a member of the European Community, do you require  Yes  No

a work permit? Please note - individuals need a work permit visa or a student visa to volunteer and cannot do any type of work, including voluntary work, on a visiting visa

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

In accordance with the Data Protection Act 1998, I agree that J.U.S.T may hold and use personal information about me for volunteering reasons and to keep in touch with me. This information, including that contained in this application can be stored on both manual and computer files.

I confirm that the information on this form is correct. I understand that some of the tasks involved in my role with J.U.S.T may be of a sensitive nature and I agree to maintain confidentiality at all times.

We can raise more funds for deaf and hard of hearing people by allowing other, carefully selected organisations to contact you. Please tick the box if you wish this to happen.

Please tick the box if you would like to be kept up to date with J.U.S.T information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Equal Opportunities Policy in Recruitment and Selection

Our volunteer recruitment processes are carried out in a way that ensures that individuals are selected purely on the basis of their ability to do the role for which they have applied. 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 J.U.S.T 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 \_\_\_\_\_

Ref. No \_\_\_\_\_ Date \_\_\_\_\_

Where did you hear about the vacancy?

- Newspaper – please state title \_\_\_\_\_
- J.U.S.T website  Enquired at office
- Jobsincharities website  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

56 – 65

26 – 35

66 +

36 – 45

46 – 55

- What is your ethnic group? (Grouping is 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  
\_\_\_\_\_