**Private & Confidential**

**Volunteer application form**

Thank you for your interest in volunteering for Pancreatic Cancer UK. Please complete the application form and submit this to lauren.hunt@pancreaticcancer.org.uk

|  |  |
| --- | --- |
| Which volunteer role are you applying for: |       |

**Section 1:**

1. **Your Personal Details**

|  |  |
| --- | --- |
| Surname: |       |
| First Names: |       |
| Title: Please put a cross in the appropriate box | Mr [ ]  / Mrs [ ]  / Miss [ ]  / Ms [ ]  / Other [ ]  |
| Address: |       |
| Town: |       |
| County: |       |
| Country: |       | Post/Zip Code: |       |
| Telephone Mobile: |       |
| Email address: |       |
|  |
| 1. **Volunteering status**

The right to volunteer in the UK can be dependent on your citizenship and UK immigration status so please make sure that you are allowed to volunteer on your visa. **Are you legally entitled to stay in the UK?**  Yes/ No (delete as applicable)If you need further guidance on this, please contact us via HR@pancreaticcancer.org.uk  |

1. **Criminal Convictions**

You are required to disclose any convictions which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974

|  |  |  |
| --- | --- | --- |
| Do you have any unspent criminal convictions as defined in the above act? | Yes [ ]  | No [ ]  |
| If Yes, please give details.Having a conviction will not automatically affect your volunteering opportunities with Pancreatic Cancer UK. The information you provide will be treated as strictly confidential and will be considered only in relation to the role you have applied for. |
| Date | Offence | Sentence  | Date to be spent |
|       |       |       |       |
|       |       |       |       |

Due to the nature of our work, we need to identify candidates who would be unsuitable for certain jobs, especially work that involves vulnerable groups including working with children. It may be that the role you have applied for will be identified as exempt from the Rehabilitation of Offenders Act 1974 and will be eligible for a criminal record check processed through the Disclosure and Barring Service. The level of check (standard/ enhanced/ and/or Barred List checks) will be determined by the role and the position being applied for.

1. **Further details**

|  |
| --- |
| Have you applied for a position with the Pancreatic Cancer UK in the past? If so, please give details.      |
| How did you hear about PANCREATIC CANCER UK and this position? \*Please tick as appropriate.Social media [ ]  Friend or family member [ ]  Word of mouth [ ]  Pancreatic Cancer UK employee [ ]  LinkedIn [ ]  Pancreatic Cancer UK website [ ] Charity Jobs [ ]  Do it.org [ ]  Other:       |
|  |

1. **Equal opportunities monitoring**

We ask you to complete this section to enable us to monitor the effectiveness and fairness of the Pancreatic Cancer UK’s volunteer recruitment. This questionnaire will be used to provide statistics for monitoring purposes and will not form part of the selection process.

**Age:**

16-24 [ ]  25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]  45-49 [ ]

50-54 [ ]  55-59 [ ]  60-64 [ ]  65+ [ ]  Prefer not to say [ ]

**Gender:** Male [ ]  Female [ ]  Intersex [ ]  Non-binary [ ]  Prefer not to say [ ]

If you prefer to use your own term, please specify: …………………….

**Are you married or in a civil partnership?** Yes [ ]  No [ ]  Prefer not to say [ ]

**Ethnic group:**

Ethnic origin is not about nationality, place of birth or citizenship. It is about broad ethnic groups. You might belong to any of the groups indicated. Please tick the appropriate box:

**White:**

English [ ]  Welsh [ ]  Scottish [ ]  Northern Irish [ ]  Irish [ ]  British [ ]

Gypsy or Irish Traveller [ ]  Prefer not to say [ ]

Any other white background, please specify:

**Mixed/multiple ethnic groups:**

White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ]  Prefer not to say [ ]

Any other mixed background, please specify:

**Asian/Asian British:**

Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Prefer not to say [ ]

Any other Asian background, please specify:

**Black/ African/ Caribbean/ Black British:**

African [ ]  Caribbean [ ]  Prefer not to say [ ]

Any other Black/African/Caribbean background, please specify:

**Other ethnic group:**

Arab [ ]  Prefer not to say [ ]

Any other ethnic group, please specify:

**Disability:**

The Equality Act 2010 defines a person with disability as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to perform normal day to day activities.

Would you consider yourself to have a disability?

Yes [ ]  No [ ]  Prefer not to say [ ]

If you have answered ‘Yes’, please provide details explaining how we could best support you. If you have any reasonable adjustments that you would like us to be aware of for the volunteer recruitment process please specify below:

**What is your sexual orientation?**

Heterosexual [ ]  Gay [ ]  Lesbian [ ]  Bisexual [ ]  Prefer not to say [ ]

If you prefer to use your own term, please specify:

**What is your religion or belief?**

No religion or belief [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]

Muslim [ ]  Sikh [ ]  Prefer not to say [ ]

If other religion or belief, please specify:

1. **Please tell us why you would like to volunteer for Pancreatic Cancer UK?**

**You can also use this space to tell us about a cancer experience that you or your family have gone though and/ or what you wish to gain from volunteering with Pancreatic Cancer UK.**

1. **Please tell us about your skills and experience**

**Please tell us how your skills and experience fit the role description. You may also write about any work and volunteering experience that you feel is relevant to this role. You can continue on to a separate sheet and enclose/ attach a CV if you wish to do so.**

1. **Education Details**

Please list details of your relevant educational and /or professional qualifications.

|  |
| --- |
| **Secondary, Further and Higher Education** |
| Name of educational establishment | Subjects studied | Qualification obtained(include grades) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

1. **Your Employment and Volunteering History**

|  |
| --- |
| Employment |
| Present or most recent position:       |
| Employer:       |
| Job Title:       | Start Date:       |
| Description of Job:       |
| Reason for Leaving:       |

|  |
| --- |
| Please list details of your previous three positions and any other posts held which you consider to be relevant. You may wish to include voluntary work if appropriate. |
| **Dates** | **Employer’s name, address and nature of business** | **Job title and main responsibilities** | **Reason for leaving** |
|  MM/YY  |       |       |       |
|  MM/YY  |       |       |       |
|  MM/YY  |       |       |       |
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|  MM/YY  |       |       |       |

**J) Your availability to volunteer**

Have you checked the role specification for when we require someone for the role and can you meet this requirement? **Yes/No (delete as applicable)**

## Which days/ times are you available to volunteer? ***Please tick all that apply.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |

**Please give dates when you are not available for interview:**

1. **References**

Please provide us with the details of two people whom we may contact as referees, to comment on your suitability for volunteering. Ideally these should be people you have worked for or with (either as a volunteer or as an employee) and neither should be a relative. They also must have known you for 6 months or more.

**Referee 1:**

|  |  |
| --- | --- |
| Name: |       |
| Telephone number: |       |
| Email address: |       |
| What is your relationship to this person? |       |

**Referee 2:**

|  |  |
| --- | --- |
| Name: |       |
| Telephone number: |       |
| Email address: |       |
| What is your relationship to this person? |       |

**L) Declaration**

Please read and sign below:

I hereby consent to the processing of sensitive data defined by the Data Protection Act 2018 involved in the consideration of this application.

I understand that if I am appointed, the application form will become part of my file.

I declare that the information provided on this application form and on any accompanying documents is true, to the best of my knowledge and belief. I also understand that any misleading statement or deliberate omission of information may lead to the termination of employment or withdrawal of a job offer.

**Please check the box to say that you agree with the above:** [ ]

|  |  |
| --- | --- |
| Print Name:       | Date:       |

*Thank you for completing this form. We will be in touch to let you once we have finished shortlisting.*

**Please return your completed form to:**

# Email: lauren.hunt@pancreaticcancer.org.uk