



VOLUNTEERING GUIDANCE NOTES FOR THE COMPLETION OF THE APPLICATION FOR VOLUNTEERING FORM

Introduction

These notes are designed to help you complete your application form and to make the most of your application. Please read them carefully before you begin.

The purpose of the application form is to select the right person for the role – without discrimination. Please complete the form as fully as you can. It is your first opportunity to tell us how your qualifications, training, experience, skills and abilities fit our requirements. If you need more space for any section, continue on a separate sheet of paper.

Part A

Personal Details

Insert your surname, forename, title and full home address. Please supply contact telephone numbers and email address so we can contact you without delay, if necessary.

Working in the UK

St Andrew's Hospice has a legal obligation to ensure that it does not employ any worker who has not been granted the relevant permission to work in the UK. The permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Further guidance on current immigration rules is available on the Home Office website at <http://ukba.homeoffice.gov.uk/workingintheuk/>

Part B

Declaration

Please ensure that you sign and date this section.

Footnote (1)

The Conditions of Service specify whether the Rehabilitation of Offenders Act applies to this role.

Dependant on the nature of the role we may need to conduct a criminal record check. This could be a basic or standard level or a PVG.

With effect from 28th February 2011, posts considered to be within “Regulated Work” with Children and/or Protected Adults will require membership of the Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG Scheme) as a condition of their volunteering. The PVG Scheme is applicable to both EEA and Non EEA Nationals.





St Andrew's Hospice



You must indicate whether you have criminal convictions or proceedings pending against you. This will include all offences eg non-payment of tv licence; general driving offences (ie speeding, non payment of fines), etc. Any proceedings should be detailed, unless the courts have found you not guilty.

Failure to disclose criminal convictions or criminal proceedings pending against you could invalidate your application or, in the event of employment, result in dismissal in accordance with St Andrew's Hospice.

Any information submitted will be kept in strict confidence and will only be considered in relation to your application for this post if successful. Please note that information provided about convictions which are deemed irrelevant to the post will be disregarded.

Dependant on the nature of the post, if successful at interview, you may be asked to complete a Disclosure Scotland PVG Scheme application form, or a basic/standard level of disclosure. Please select your choice by ticking (a) or (b) on the application form. If selecting (b) please supply details of convictions in the space provided.

Footnote (2)

Your application form will be processed fairly and lawfully in accordance with guidelines outlined within the Data Protection Act. Your application will be held by HR Recruitment for 7 months after submission.

Part C

Present or Last Employment

This section will help us build an accurate picture about the type of work and responsibilities you are currently involved in. Please give the job title, and the full employer details.

Role Purpose / Summary of Responsibilities

Please tell us about the main duties and responsibilities of your current job. This may be included on a separate sheet if necessary.

Referees

Give the names, addresses, telephone numbers and email addresses of two referees. These referees should have agreed to provide a reference for you, and one should be known to you professionally if possible. One should be your current Line Manager if applicable (or, if unemployed/retired, your most recent employer). Do not include relatives.

Driving Licence

A driving licence is essential for some posts. Confirmation of whether this is applicable will be discussed during interview.





St Andrew's Hospice



Statement in Support of Application

Before completing this section, please think about the volunteering you would wish to participate in. This should help you decide what to include here. You should describe all the skills, abilities, knowledge and experience you have which you think are relevant to the role. Include any relevant experience you have gained outside your employment, for example, in other voluntary work. You should also describe any specific areas of responsibility you may have had, particular achievements and interests and how you think you could contribute to the work of the department or section for which you are applying. This may be included on a separate sheet if necessary.

