

Volunteer Application Form

Thank you for your interest in volunteering at Lancashire Mind. Please complete the below form and email it to admin@[lancashiremind.org.uk.](mailto:joannebirkner@lancashiremind.org.uk) If relevant, please include the volunteer role title you are interested in. If you wish to post your application, please post it to:

Volunteer Applications

Lancashire Mind

80-82 Devonshire Road

Chorley

Lancashire

PR7 2DR

Lancashire Mind values the time of our potential volunteers and truly appreciates the time taken to complete this application form. Whilst we have a number of opportunities, we may not be able to offer a role to everyone who applies but there may be future opportunities and we can keep your details to consider you for other roles.

We will contact you to let you know if you’re not being invited for the informal interview on this occasion and to tell you about future opportunities.

Lancashire Mind is an equal opportunities employer and welcomes applications from all sections of the community, particularly people with a lived experience of mental health.

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Description automatically generatedPrivacy Statement:** we need to collect the information below to assist with our volunteer recruitment process. Lancashire Mind takes your privacy seriously. We process all data in accordance with the Data Protection Act 2018. Any personal information collected will be stored and processed exclusively for the purposes of volunteer recruitment. None of the personal information you provide below will be passed on to any third party. Your details will be kept no longer than necessary, up to a maximum of 6 months for unsuccessful applicants and for the duration of your volunteering if successful, up to 12 months after ending volunteering with us. You have the right to access any of the personal information Lancashire Mind may hold about you. To make a Subject Access Request or to request that your information be destroyed, please contact the Data Controller admin@lancashiremind.org.uk. Please see our website for details of our full [Privacy Policy](https://www.lancashiremind.org.uk/pages/48-privacy-policy#:~:text=We%20do%20not%20keep%20your,data%20is%20no%20longer%20necessary.)

Se**cti**on A - Personal details

Volunteer Role applied for or area of interest:

|  |
| --- |
|  |

Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Surname: | | First name(s): |
|  |  | |  |
| Date of birth: | |  | |

Contact details

|  |  |  |
| --- | --- | --- |
| Home address: |  | |
| Postcode: |  | |
| Home |  | |
| Mobile |  | |
| Work |  | |
| Email address: |  | |
| Would you like to opt-in to the Lancashire Mind mailing list?  Mailings are sent by email and include job vacancies, volunteer opportunities and general updates about our activities and events. You can unsubscribe from the mailing list at any time by emailing [admin@lancashiremind.org.uk](mailto:admin@lancashiremind.org.uk). | | Y/N |

|  |  |
| --- | --- |
| Do you currently work or volunteer for Lancashire Mind? |  |

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|  |  |
| --- | --- |
| Do you consider yourself to have a disability or long-term health condition that will require us to make changes to our selection process for volunteering? |  |
| If yes, please give details here, of anything we can reasonably do to assist you: | |
|  | |
|  | |

Section B – Skills & Availability

|  |
| --- |
| Please use this space to explain how your skills and experience fit the role description. You might have personal experience of mental health, have worked in another voluntary role or have undertaken other activities at school, college or university. You can continue on a separate sheet and enclose/attach a CV if you wish to do so. |
|  |
| Please tick your availability to volunteer. (Please note that evenings and weekends will not be regular volunteering days). |
| |  |  |  |  | | --- | --- | --- | --- | |  | Morning | Afternoon | Evening | | Monday |  |  |  | | Tuesday |  |  |  | | Wednesday |  |  |  | | Thursday |  |  |  | | Friday |  |  |  | | Saturday |  |  |  | | Sunday |  |  |  | |

Section C - Criminal Record

This Volunteer Role may subject to an enhanced Disclosure and Barring Service (DBS) check.

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|  |  |
| --- | --- |
| Do you have any criminal convictions? |  |
| If you have answered yes, please record the date of conviction, court name, nature of offence and sentence imposed in a separate document and attach along with your application (if posting, enclose with your application in a separate sealed envelope). | |

References

Please give the name and contact details of TWO referees who can comment on your experience and your suitability to volunteer with Lancashire Mind. Ideally these should be people you have worked for (either as a volunteer or as an employee), a school or college tutor, or someone else who knows you in an official capacity, neither should be a relative.

|  |  |  |
| --- | --- | --- |
|  | Referee One | Referee Two |
| Full Name: |  |  |
| Relationship to you: |  |  |
| Organisation: |  |  |
| Address: |  |  |
| Email: |  |  |
| Tel: |  |  |

Declaration

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a volunteer offer or my agreement to work with Lancashire Mind as a volunteer ending.

|  |  |
| --- | --- |
| Full Name: |  |
| Signature: | Date: |

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Section D – Volunteer Equal Opportunities Monitoring Form

Lancashire Mind is an equal opportunities employer. The following information will be anonymised and treated confidentially and will assist in monitoring Lancashire Mind’s Equal Opportunities Policy. The information will not be available to the selection panel, nor form any part of the selection process.

**Please access this link to complete the form:**  [Microsoft Forms](https://forms.office.com/e/gXpPGMtqBV)

The next steps…

We will Thank you for your interest in volunteering for Lancashire Mind. We will be in touch shortly to confirm if an informal interview is the next step.

Please note that the interview stage is very informal. You will be asked a few questions about why you’re interested in volunteering and then some more in-depth role specific questions. Please feel free to prepare any questions you have for us and we will answer them as accurately as possible.

We look forward to meeting you!

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Description automatically generated**The Lancashire Mind Team**

Lancashire Mind

80-82 Devonshire Road

Chorley

Lancashire

PR7 2DR

01257 231660

admin@lancashiremind.org.uk

www.lancashiremind.org.uk

Registered Charity Number 1081427

Registered Company Number 3888655