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All applicants should complete Section 1, 2 and 4 in the application form to provide your key information. As a part of this form, you will be asked to choose how you want to apply. There are 4 options, and you can choose what suits you best.

Email your application to [aliahmalik@lancashiremind.org.uk](mailto:aliahmalik@lancashiremind.org.uk). Please make sure that your email subject line includes the phrase "YAG Application" when submitting your application. If you have any questions, you are more than welcome to email Aliah.

If you wish to post your application, please post it to:

Engagement and Participation Coordinator

Lancashire Mind,

80-82 Devonshire Road,

Chorley,

Lancashire,

PR7 2DR

There is no deadline for you to fill in the application form as we will be recruiting throughout the year.

Lancashire Mind values the time of our potential Youth Advisory Group members and truly appreciates the effort taken to complete this application form.

**Section 1 – Personal Details**

|  |  |
| --- | --- |
| First name(s): |  |
| Surname |  |
| Date of birth: |  |
| Home address: |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Telephone number: |  |
| Mobile |  |
| Email address: |  |

|  |  |
| --- | --- |
| Do you consider yourself to have a disability or long-term health condition that requires reasonable adjustments during the selection process or for being part of the Youth Advisory Group? |  |
| If yes, please give details here, of anything we can reasonably do to assist you: | |
|  | |

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 being a Youth Advisory Member.

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

**Section 2 – different ways to apply**

Please select one of the options below:

**Written application** – Answer the questions in Section 3.

**Video** - create a short video (no more than 3 minutes) to respond to the questions in Section 3

**Artwork -** create a piece of art to respond to the questions in Section 3

**Phone -** if you select this option, Aliah will get in touch with you by phone to guide you through the questions and gather your responses.

Any video or image files should be emailed to our Engagement and Participation Coordinator, Aliah, at aliahmalik@lancashiremind.org.uk and should have your name in the subject line along with the application form.

If your file is too large to send by email, WhatsApp it to Aliah, 07856912329 with your full name, and email in the application form.

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**If you are under 18 years of age, please ensure a parent or carer signs the consent form at the end of the application form before sending it on.**

If we receive too many applications or you are not successful at this stage, are you happy for us to keep your details for up to 1 year? If we decide to take on more youth advisors, we can get in touch. Please tick a box:

Yes, you can keep my application for 1 year.

No, please delete my details if I do not get through.

**Section 3 – Questions**

If you have decided to apply by video, artwork, or by phone then you do not need to fill this section.

|  |
| --- |
| Please use this space to explain why you think you would make a good member of the Youth Advisory Group.  What skills do you have that you could bring to the group?  What would you like to gain or learn from the group?  How do you want to make a difference in Lancashire?  Tell is more about your interest in mental health or wellbeing. |
| (You can make this box bigger if you like or add another page.) |

**Section 4**

Equal Opportunities Monitoring Form

Lancashire Mind is an equal opportunities employer. The following information will be anonymous and treated confidentially and will help us in monitoring Lancashire Mind’s Equal Opportunities Policy. The information will not be used in the selection process.

Please access this link to complete the form: [Equal Opportunities Monitoring Form](https://forms.office.com/e/C4BFbd13pD)

Or scan this QR code to access the form:

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The next step…

Thank you for your interest in working for our Youth Advisory Group. We will be in touch within 10 days to confirm if you have been selected for an informal chat.

Please note that the informal chat will be really relaxed and over the phone. You will be asked a few questions about why you’re interested in the YAG. 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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**Consent Agreement**

Please ask a parent/carer to fill out this consent form if you are under 18 years old.

Dear Parent/Carer,

Our Youth Advisory Group project will be delivered and run by our Engagement and Participation Coordinator, as well as staff from various teams at Lancashire Mind. All staff have been fully trained in safeguarding and are DBS checked. They will be doing a variety of activities with our staff, such as coproduction, training, interviews, service design etc. We will provide group activities hopefully both face to face and virtual; they will be involved in helping us to shape our services for young people in Lancashire. Our staff adhere to the Lancashire Mind Safeguarding Policy to ensure the safety of themselves and the young people they are working with. Our safeguarding policy can be found on our website (<https://www.lancashiremind.org.uk/safeguarding/>), or you can request a copy.

|  |  |
| --- | --- |
| Name of child/young person |  |
| Name of parent/carer |  |
| Phone number of parent/carers |  |
| Address of parent/carer |  |
| Email address of parent/carer |  |

Statement to sign:

I agree to let my child/young person take part in both virtual and face to face activities with Lancashire Mind staff. If any child/young person is under 18, we will give our email address to set-up virtual meetings. I have read Lancashire Mind’s Privacy Notice about how my child/young person’s data will be collected, stored, and shared.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I consent** to my child/young person having their photo taken

I **do not consent** to my child/young person having their photo taken

Photos may be used for social media and promoting our services

Lancashire Mind’s Privacy Statement

Lancashire Mind are committed to protecting your personal information in accordance with all applicable laws concerning the protection of personal data. We will only collect relevant personal data from you to provide you with services, improve what we do and to help more people.

Where we collect equality, diversity and inclusion data, known as special category data, this is anonymised and may be shared with funders or agencies to help us carry out our work as a charity.

We may also share your data when we are signposting you to an external service in agreement with yourself.

We will never share your personal data with a third party without your explicit consent, unless lawfully obliged to do so, or where there is serious risk of harm or safeguarding concern after harm.

We store your data securely and confidentially and only store it for as long as we need to. For full details please see our [Privacy Policy](https://www.lancashiremind.org.uk/lancashire-mind-policies/privacy-policy/) on our website.  If you are unhappy with how we have handled your personal data, we have a [complaints procedure](https://www.lancashiremind.org.uk/pages/147-compliments-complaints), full details are on our website. On request, a copy of the complaints leaflet can be either posted or emailed to you.