

**Bassetlaw**

**ACTION**



**Centre**



*MAKING A DIFFERENCE THROUGHOUT BASSETLAW*



**Bassetlaw Action Centre, Canal Street, Retford, Nottinghamshire, DN22 6EZ**

## **VOLUNTEER APPLICATION PACK - NOTES TO APPLICANTS**

Thank you for your interest in Bassetlaw Action Centre. We are a Community Resource Agency linking individuals and organisations with help and support. We have a range of volunteering opportunities available across Bassetlaw from just a few hours a week.

Completed applications should be sent by post or email, using the details above and marked as confidential.

### **What makes a good volunteer?**

- Be a good listener
- Have lots of patience and understanding
- Be honest and reliable
- Be prepared to do a small amount of paperwork
- For driving roles - Full driving licence with 2 years driving experience.  
Additional criteria applies when driving the Minibus, ask us for details. For the car scheme you also require your own insurance, tax and MOT.

### **Volunteer Befriender**

Our befriending scheme can receive referrals from anyone who is suffering from extreme loneliness. Befriending is a means to reduce isolation and increase independence. Our clients are placed with a befriender who will visit them for one hour a week in their own home or telephone them to chat and encouraging them to make positive choices to help them to help themselves. When the clients are referred to us, we match them with a volunteer, who may have similar interests and hobbies and lives in the same area.

**Telephone:** 01777 709650 **Email:** [enquiries@actioncentre.org.uk](mailto:enquiries@actioncentre.org.uk) **Website:** [www.bassetlawactioncentre.org.uk](http://www.bassetlawactioncentre.org.uk)

**Facebook:** Bassetlaw Action Centre **Twitter:** @BassetlawBAC

Registered Charity No. 1106908 Company Registered in England and Wales No. 05177066

## CONFIDENTIAL

### Volunteer Driver

We have different roles available for volunteer drivers.

- **Community Car Scheme Driver - drive your own vehicle**

We transport Bassetlaw residents who are unable to access public transport. The scheme is mainly used by registered clients to go shopping, visit friends or attend appointments.

- **Accessible Minibus and MPV Driver - drive our vehicles**

We have our own accessible vehicles which are driven by volunteers.

Clients with mobility issues or who need to travel in a fixed wheelchair can use our accessible MPV to get to appointments, go shopping etc. Our accessible minibus runs regular day trips with pick-ups across Bassetlaw to destinations such as garden centres, markets and seaside towns.

### Volunteer GOGA Activities Supporter

We are looking for friendly out-going volunteers to accompany people with long term conditions while they attend an activity group/ sports group of their choice. Our clients are people who are living with a long term condition and possibly experiencing social isolation.

### Volunteer Staying Well Programme (SWP) Tutor

SWP Tutors are people with a long term health condition that have seen the benefits from participating in the six week self-management course and want to share their new found skills and knowledge with others. A four day training programme is completed following which the volunteer has two assessments before achieving their passport to practice. SWP Tutors deliver courses throughout Bassetlaw once trained.

### Volunteer Administrator

Administration opportunities are available across our projects. These roles would normally be based from our Retford office and may include typing, filing, supporting clients with completing forms and other general administration work. Full training will be provided.

Please note that all volunteer positions require the provision of two satisfactory references and the completion of an enhanced Disclosure and Barring Service (DBS) check. Information on this form may be held on computer. Strict confidentiality will be observed and disclosures will only be made for payroll and personnel administration purposes.

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**APPLICATION FOR THE  
VOLUNTEER POST OF**

**PERSONAL DETAILS – Please complete in block capitals**

Title by which you wish to be referred	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other:
Surname	
First Name(s)	
Full Address	
Daytime Telephone Number	Home <input type="checkbox"/> Work <input type="checkbox"/>
Mobile Telephone Number	
Email Address	
National Insurance Number	

**EDUCATION/TRAINING/QUALIFICATIONS**

Please summarise any relevant education, training or qualifications

Organising Body	Course Details	Date

**PREVIOUS EMPLOYMENT, WORK OR VOLUTARY EXPERIENCE**

Please summarise any relevant employment, work or voluntary experience

Organisation	Role	Date

## CONFIDENTIAL

### WHY WOULD YOU LIKE TO BECOME A VOLUNTEER?

### HOBBIES/INTERESTS

Please give brief details:

### SPECIAL REQUIREMENTS FOR INTERVIEW

Do you require any adjustments to enable you to attend an interview or take up any position offered?

Yes ☐ No ☐

If Yes, please provide details:

### REFEREES

Please give full, clear details below of two referees, one of which should be your present or most recent employer or a professional person.

Name:	Name:
Position held by referee:	Position held by referee:
Name and Address of organisation:	Name and Address of organisation:
Telephone Number:	Telephone No:
Email Address: (Please print clearly)	Email Address: (Please print clearly)

May references be taken up without further approval: Yes ☐ No ☐

### MISCELLANEOUS

Do you hold a current full driving licence? Yes ☐ No ☐

Do you have regular use of a vehicle? Yes ☐ No ☐

Where did you see the advertisement for this vacancy?

### ENHANCED DBS CHECK

Successful applicants will be required to complete an enhanced DBS check. We will contact you to arrange a suitable time to complete this. For more information visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about> or ask a member of staff.

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

**PLEASE NOTE:** To ensure a prompt consideration, please ensure this form is returned to:  
**Bassetlaw Action Centre, Canal Street, Retford, Nottinghamshire, DN22 6EZ.**

## CONFIDENTIAL

### EQUALITY AND DIVERSITY MONITORING

Bassetlaw Action Centre wholeheartedly supports the principles of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religion or Belief (including lack of belief), Gender and Sexual Orientation.

Please complete the following questions or state if you prefer not to answer.

### MONITORING INFORMATION

FULL NAME:

DATE OF BIRTH:

MARITAL STATUS:

SEX: Male ☐ Female ☐ Other ☐ Prefer not to say ☐

IS YOUR GENDER THE SAME AS AT BIRTH? Yes ☐ No ☐ Prefer not to say ☐

SEXUALITY: Bisexual ☐ Gay man ☐ Heterosexual ☐ Lesbian woman ☐ Not Disclosed ☐

RELIGION (please state):

ETHNICITY: White ☐ Asian/British ☐ Mixed/Multiple ethnic group ☐

Black/African/Caribbean/Black British ☐ I'd prefer not to identify ☐ Other ethnic group ☐

DO YOU HAVE A LONG TERM CONDITION? Yes ☐ No ☐ Don't know ☐ Prefer not to say ☐

DO YOU CONSIDER YOURSELF DISABLED? YES ☐ NO ☐

ARE YOU A CARER? YES ☐ NO ☐

ARE YOU A VETERAN? YES ☐ NO ☐

ARE YOU AN ASYLUM SEEKER? YES ☐ NO ☐

DO YOU HAVE ACCESS TO INTERNET: Yes ☐ No ☐

HOW DO YOU ACCESS THE INTERNET: Laptop ☐ Computer ☐ Tablet ☐ Smartphone ☐