

**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 receives referrals for clients identified by their GP as suffering from extreme loneliness. It is a means to reduce isolation and increase independence for our clients. Befrienders will encourage clients to make positive choices and help them to help themselves. The befriender will visit a client in their home for one hour per week initially for up to twelve weeks.

### **Volunteer Driver**

We have different roles available for volunteer drivers.

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

**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**

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 WAV 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 WAV (Wheelchair Accessible Vehicle) to get to appointments, go shopping etc. Our accessible minibus runs regular day and lunch club trips with pick-ups across Bassetlaw to destinations such as garden centres, markets and seaside towns.

**Supported Hospital Discharge Service Volunteer**

We are looking for friendly out-going volunteers to help people regain independence following a stay in hospital. This may include, light domestic duties in the home such as making the bed, putting a wash on and vacuuming or providing shopping or a safe and well support call.

**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.

**CONFIDENTIAL**
**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 VOLUNTARY 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 ☐**DRIVING**Do you hold a current full driving licence issued in the UK? Yes ☐ No ☐Do you have regular use of a vehicle? Yes ☐ No ☐**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.**

**EQUALITY AND DIVERSITY MONITORING**

Bassetlaw Action Centre wholeheartedly supports the principles of equal opportunities in employment and training 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.

We believe it is in Bassetlaw Action Centre's best interest, and those of all who work or volunteer in it to ensure that the human resources, talents and skills available throughout the community are considered when employment and training opportunities arise. To this end, within the framework of the law, we are committed, wherever possible and practicable, to achieving and maintaining a workforce, which broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated fairly, and that decisions on recruitment, selection and training, promotion and career management are based solely on objective and job-related or volunteering criteria.

**This part of the application form will NOT be used to shortlist candidates for interview.**

**MONITORING INFORMATION**

Full name:

Date of birth:

Relationship status:

What is your sex? Male ☐ Female ☐ Prefer not to say ☐

Is the gender you identify with the same as your sex registered at birth? Yes ☐ No ☐ Prefer not to say ☐

If the gender you identify with is not the same as your sex registered at birth, please write in:

What is your sexual orientation? Bisexual ☐ Gay ☐ Heterosexual ☐ Lesbian ☐ Asexual ☐ Pansexual ☐  
Undecided ☐ Prefer not to say ☐ If you prefer to use your own identity, please write in:

What is your religion or belief? Please state:

What is your ethnicity? Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please state:

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your work?

The information on this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', please discuss this with the manager running the recruitment process if you are a job applicant.

Do you have caring responsibilities? YES ☐ NO ☐

Are you a veteran? YES ☐ NO ☐

Are you an asylum seeker? YES ☐ NO ☐

Where did you see the advertisement for this vacancy?