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Registered Charity No. 1060941
RSL No. LH4 184
A Company Limited by Guarantee 3318404


opening doors to homeless and vulnerable people

Volunteer Application Form



Volunteer role[s] you are interested in:

See our Volunteers leaflet for help and ideas

e.g. Befriending

Geographic Location or the Specific Service you are interested in:

e.g. Mansfield / Aidan House

Your name:

Please complete this form in full, using black ink, and return to:

Human Resources, Framework, Ground Floor, Maville House, Beech Avenue, Nottingham NG7 7LS.

If you need assistance completing this form please contact the Nottingham Council for Voluntary Service (NCVS) at Nottingham Voluntary Action Centre, 7 Mansfield Road, Nottingham NG1 3FB.

If you are currently using a Framework service and want help completing this form, please talk to your Support Worker or contact Framework's Advice Information & Resource (AIR) service for assistance at: 20A Bentinck Road, Radford, Nottingham NG7 4AD, 0115 912 7743.

Notes & Guidelines for Applicants

Thank you for your application.

The information given on the next two pages is to help you to make the most of your application.
Your application form begins after this.

It is important that we receive consistent information from all applicants. **We do not accept CVs.**

Please attach copies of any **certificates or examples of work** that you think may be appropriate to your application.

The Volunteer Pack

Framework has produced a number of documents that may be useful to you when completing your application.:

• **Volunteer Leaflet**

This gives a summary of the kind of volunteering roles we have available.

• **Volunteer Handbook**

This contains details about the policies and procedures that Framework has developed for its volunteers.

• **A range of job descriptions and/or task lists**

This details volunteer opportunities.

If you do not have any of the above documents, and would like copies, please contact Human Resources on 0115 841 7711.

Completing the Application Form

Please complete **all** sections of the form and use **black ink**.

Section 1 - Personal Details

Please complete this fully - we will use these details to contact you.

2 - General Information

As a registered Social Landlord, Framework is governed by Schedule 1 of the Housing Act 1998, which states that anything that may cause a conflict of interest must be declared.

Please tell us if you have any relationship with one of our Board Members or employees or have worked for Framework before - or for Macedon or Nottingham Help the Homeless Association (NHHA) which merged to form Framework in 2001 - in either a voluntary or paid capacity.

Please also tell us if you are, or were, a service user of Framework, Macedon or NHHA.

3 - Skills, Talents or Qualifications

We would like to make use of any skills, talents or qualifications that you may have when you volunteer. For example: teaching, coaching or musical experience; DIY skills; qualification in a subject with which you are happy to share your knowledge.

4 - Membership

Please give us details of any professional bodies that you belong to.

5 - References

References will normally be taken up once a volunteer role has been offered.

For volunteers who use Framework services

or other similar local service providers we require one reference:

- A Support Worker reference. (A copy of your risk assessment will be requested from your Support Worker when the reference is applied for).

For volunteers not using Framework or similar other local services we require two references from the following:

- A Character Reference from someone who has known you personally for at least three years.
- A Professional Reference from either a serving magistrate, member of the police, councillor, solicitor or lawyer, chartered accountant or other professionally qualified person who has known you in a professional capacity.
- An Employment Reference from your present or a previous employer provided that the employment was within the last ten years.

6 - Employment & Experience

Your experience is valuable to us. Whether that experience has been gained as an employee or from your life experience. Please try to include everything you have done that you think might be useful when you volunteer with us.

7 - Convictions

Framework provides support to many people, some of whom are vulnerable. Because of this, and because we aim to ensure that our service users are not placed at risk, we ask the majority of our applicants for volunteering and employment, to

provide us with a Criminal Records Disclosure.

The nature of Framework's work enables us to obtain Enhanced Disclosures. This means that all criminal convictions and cautions, including 'spent' convictions are provided to us on the disclosure.

Many of our workers do have criminal convictions and Framework aims to provide work and volunteering opportunities to those who do, as well as act in accordance with the Rehabilitation of Offenders Act.

We are, however, fairly intolerant of applicants with convictions, who fail to declare this on their application form.

Please, therefore, ensure that you declare your convictions on this application form and discuss these when you are interviewed about volunteering.

All our checks are carried out in the strictest confidence with an awareness of your rights under the Data Protection Act.

8 - Disability

Please let us know if you have a disability or impairment which effects your normal day to day activities.

This information will allow us to make any reasonable adjustments. Framework currently employs individuals with disabilities (e.g. dyslexia, hearing difficulty, sight impairment, chronic and critical illness).

9 - Medical Details

If your application is successful, Framework will require you to complete a more detailed health questionnaire so we can explore with you implications in terms of the Working Time Regulations and the management of medical conditions.

10 - Reasons For Volunteering

This space is your opportunity to tell us your reasons for wanting to volunteer and to tell us what you would like to do in a volunteering capacity.

Our Volunteering Leaflet describes some of the volunteer roles we have and may assist you in deciding what you would like to offer. If, however, you have a special skill or talent that you would like to share with others, please let us know what this is in the space provided.

11 - Data Protection

The information you provide will be used by Framework for the purpose of Human Resources administration and recruitment only.

By signing the declaration you are confirming that the information provided in your application is accurate and true.

Section 10 - Reasons For Volunteering

Please tell us why you want to volunteer for Framework.

Please tell us what activities you would like to do in a volunteering capacity.

Section 11 - Data Protection

The information detailed in this application form will be used for the purpose of Human Resources administration and legitimate issues relating to unpaid work. Framework will observe the principles of the Data Protection Act 1998 at all times.

I confirm that the details I have given in this application are accurate. If my application is successful, I understand that any false statement or failure to disclose information where required to do so, will render me liable to action which may include the loss of any position offered to me.

Signed Date

Section 7 - Convictions

Due to the nature of Framework's work, many of our posts are exempt from the Rehabilitation of Offenders Act 1974.

Have you ever been formally cautioned or convicted of any criminal offence?

yes no

If yes, please give details including when the caution or conviction was.

Disclosure will not necessarily mean your application is rejected. Careful consideration is given to providing opportunities for ex-offenders to develop their work and skills towards their future careers.

As Framework meets the requirements of exempted questions under the Rehabilitation of Offenders Act 1974, most applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Section 8 - Disability

The Disability Discrimination Act defines a person as having a disability if he/she has a physical or mental impairment which has, or is expected to have, a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? yes no

If yes, please give details

Section 9 - Medical Details

Have you had any illness which may recur or which requires on-going treatment?

yes no

If yes, please give details

Please note that an offer of volunteer placement may be subject to satisfactory health clearance following a medical examination.

Application Form

Section 1 - Personal Details

Surname

Title

Home address

post code

Home telephone no. *inc STD code.*

Email

Do you have a current driving licence?

yes

no

Do you have your own car?

yes

no

Forenames

Date of birth

Correspondence address (if different)

post code

Work telephone no. *inc STD code*
(if we may contact you there)

Mobile telephone no.

National Insurance no.

Would you be prepared to travel whilst volunteering, using your own car?

yes

no

Section 2 - General Information

Do you have any relationship with a Board Member or employee of Framework?

yes no

If yes, please provide details below:

Name

Position held at Framework

What relationship are they to you?

Which department do they work in?

Have you previously been employed by Macedon, Nottingham Help The Homeless Association (NHHA) or Framework - either in paid work or as an unpaid volunteer?

yes no

If yes, please provide details below:

Are you, or were you previously, a Service User of Macedon, NHHA or Framework.

yes no

If yes, please provide details below:

Section 3 - Skills, Talents or Qualifications

Please list below any skills, talents and qualifications which you are happy to share with Framework in a volunteering capacity.

Section 4 - Membership

Please tell us if you are a member of any relevant professional organisation(s).

Name of Organisation

Type of Membership & No.

Date Joined

e.g. CIPD

Graduate 123456

Since Sept 2000

Section 5 - References

If you are a Framework (or similar local organisation) Service User you only need to provide one reference: your support worker. For all other volunteers please provide two references.

Name

Status

e.g. Support Worker

Address

post code

Telephone no.

Fax no.

Email

Name

Status

e.g. Magistrate

Address

post code

Telephone no.

Fax no.

Email

If either referee knows you by another name, please give it here:

Which referee does this apply to?

Section 6 - Employment and Experience

Employment history and/or volunteering experience and/or relevant life experience.

From Mth/Yr	Until Mth/Yr	Description of relevant employment and/or experience

Please tell us about any commitments you have that will restrict the volunteering you can do e.g. regular attendance of a course.

Equal Opportunities Policy

Framework is committed to achieving equality of opportunity as an employer and as a provider of supported housing to homeless people.

We recognise that groups of people have been and continue to be discriminated against in employment, specifically in areas of ethnic minorities, gender and disability.

We recognise that homeless people and those who require supported housing face a range of obstacles in society. Homelessness is an aspect of social exclusion, which may be characterised by poverty, unemployment, lack of qualifications and experience, poor health and disconnection from supportive communities and networks.

Working with a wide variety of client groups and within diverse communities Framework is concerned to take positive action to tackle discrimination and prejudice and to take all positive steps to encourage a diverse work force and resident group.

It is our policy to ensure that candidates applying for employment, existing staff and volunteers, applicants for accommodation and existing residents will not receive less favourable treatment on the grounds of:

- Race
- Colour
- Ethnic origin
- Gender
- Sexuality
- Political or religious belief
- Age
- Class
- Responsibilities for dependants
- Disability
- Health status or appearance
- Any other unfair consideration

We are aware that equal opportunities is about good policies, procedures and practice throughout. This policy should inform all other policy and procedural documents and working practice.

We recognise that equal opportunities is also about attitudes. It is Framework's aim to ensure that discriminatory or oppressive language or behaviour is challenged at all times.

We therefore state publicly that we have, and will implement, an equal opportunities policy. The purpose of this policy is to ensure that the organisation practises equal opportunities by treating individuals fairly in service delivery, recruitment and other decision-making processes.

We are committed to tackling discrimination in all forms, including active and passive, direct and indirect discrimination.

Framework will make this statement available to all applying for housing, board membership, employment and contracts with the organisation.

Recruitment Monitoring

Position applied for (e.g. Supported Housing Worker)

Location (e.g. Newark Tenancy Support Team)

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes. **This will be removed before your application form is read for shortlisting.**

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These categories are based on the 2001 Census.

A White

- British
- Irish
- Any other White Background

B Mixed

- White & Black - Caribbean
- White & Black - African
- White & Asian
- Any other Mixed Background

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background

D Black or Black British

- Caribbean
- African
- Any other Black Background

E Chinese or other Ethnic Group

- Chinese
- Vietnamese
- Any other background

Recruitment Source

How did you find out about this job? Please specify the source or publication:

- | | |
|---|---|
| <input type="checkbox"/> Derby Evening Telegraph | <input type="checkbox"/> Careers Fair/Open Day |
| <input type="checkbox"/> Leicester Mercury | <input type="checkbox"/> Internal Advertisement |
| <input type="checkbox"/> Mansfield & Ashfield Chad | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Newark Advertiser | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Nottingham Evening Post | <input type="checkbox"/> Other, please specify <input type="text"/> |
| <input type="checkbox"/> Worksop Trader | |
| <input type="checkbox"/> Other Newspaper, please specify <input type="text"/> | |