



**Framework**  
For your future



# Volunteering Application Form

Volunteer role(s) you are currently interested in applying for:  
e.g. Befriending and mentoring/staff support

Geographic location or the service type you are interested in:  
e.g. Mansfield/Mental health services

Your name:

Please complete this form in full and return to: Volunteer Team,  
The Training Centre, Unit 2, Lillington Road South, Bulwell, Nottingham NG6 8HJ

Or by email: [volunteering@frameworkha.org](mailto:volunteering@frameworkha.org)

It is important that you complete your  
application form as thoroughly and  
accurately as possible.

We do not accept CVs.

**For more information please call  
0115 850 4107 or email  
[volunteering@frameworkha.org](mailto:volunteering@frameworkha.org)**









# Completing the Application Form

Please complete all sections of the form.

## Section 1 – Personal details

We will use these details to contact you.

## Section 2 – General information

Please tell us if you have any relationship with any of our board members or employees, or have worked or volunteered for Framework before. Please also tell us if you are, or were, a service user of Framework.

## Section 3 – Skills, qualifications and experience

Your experience is valuable to us. Whether that experience has been gained as an employee or from your life experiences. Please try to include everything you have done that you think may be useful when you are applying for a volunteer role.

## Section 4 – Reasons for Volunteering

Why you want to volunteer for Framework?  
Tell us more about what type of volunteering you are interested in.

## Section 5 – References

References will normally be taken up prior to being invited to training.

For volunteers who use Framework services or other similar local service providers we require one reference, this can be your support worker if you have one.

For volunteers not using Framework or 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, a member of the police, a councillor, solicitor, lawyer, chartered accountant or other professionally qualified person who has known you in a professional way.
- An employment reference from your present or a previous employer provided that the employment was within the last ten years.

## Section 6 – Disability

Please let us know if you have a disability or condition which may effect your normal day-to-day activities. This information will allow us to make any reasonable adjustments.

## Section 7 – Medical details

Please let us know if you have had any illness which may recur or which requires on-going treatment which may impact on your volunteering. This information will allow us to make any reasonable adjustments and ensure your safety.

## Section 8 – Data protection

The information you provide will be used by Framework's Volunteering Team, for the purpose of administration and recruitment only, and managed in line with the General Data Protection Regulation (GDPR).

By signing the declaration form at the end of this application form – found in Section 8 – you are confirming the information provided in your application is accurate and true.

### Privacy notice

We will always store your personal details securely. We'll use them to provide the service that you have requested, and communicate with you in the way(s) that you have agreed to. Your data may also be used for analysis purposes, to help us provide the best service possible. We will only allow your information to be used by suppliers working on our behalf and we'll only share it if required to do so by law. For full details see our privacy policy, [www.frameworkha.org/privacypolicy](http://www.frameworkha.org/privacypolicy)

Your details will only be used by Framework – we will never give your information to other organisations to use for their own purposes. You are free to change your mind at any time.

## Section 9 – Convictions

Framework want to ensure that our service users are not placed at risk, therefore we will apply for the relevant Disclosure and Barring Service check (DBS) if applicable for the role.

Due to the nature of Framework's work this enables us to obtain Enhanced Disclosures for those roles covering regulated activity. This means that all criminal convictions and cautions, including 'spent' convictions are provided to us. Framework aims to provide work and volunteering opportunities to those with criminal convictions, as well as act in accordance with the Rehabilitation of Offenders Act. However, we are intolerant of applications with convictions who fail to declare this on their application form, therefore, please ensure that you declare your convictions 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 2018 and GDPR.

# Section 1 – Personal details

Surname

Title

Preferred Pronoun

Current address

Contact telephone number (inc. area code)

Email address

Do you have a valid driving licence?

Yes ☐ No ☐

Forename(s)

Date of birth

Preferred Pronoun

Correspondence address (if different)

Work telephone number (inc. area code) Optional

National Insurance number

Do you have your own car?

Yes ☐ No ☐

# Section 2 – General information

Do you currently, or have you previously had any relationship(s) with a Framework employee, volunteer or Board Member?

Yes ☐ No ☐

If yes, please provide details below

Full name

Position held at Framework?

Their relationship to you?

The department/team they work in?

Have you previously worked with Framework either as a volunteer or paid staff member?

Yes ☐ No ☐

If yes, please provide details below

Are you, or were you previously a service user at Framework?

Yes ☐ No ☐

If yes, please provide details below

## Section 3 – Experience, Skills and Qualifications

Please state any previous experience, skills, qualifications or training that may be relevant to the type of volunteering you want to do.

This can include lived experience, other volunteering or previous employment.

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

## Section 4 – Reasons for Volunteering

Please tell us why you want to volunteer for Framework.

Tell us what type of volunteering are you interested in.

## Section 5 – References

If you use Framework services, you only need to provide **one** reference (this can be your support worker). All other volunteers, please provide **two** references.

Full name

Relationship to you

Contact number

Address

Postcode

Email address

1

Full name

Relationship to you

Contact number

Address

Postcode

Email address

2

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

Which referee does this apply to?

Tick to confirm your referee(s) are happy to have their details shared for the purpose of your application to Framework.

Yes ☐ No ☐

## Section 6 – Disability

The Equality Act 2010 defines a person as having a disability if they have a physical or mental impairment that has a 'substantial' and 'long term' negative effect on their ability to do normal daily activities.

Do you have a disability as defined above?

Yes ☐ No ☐

If yes, please give details.

## Section 7 – Medical Details

Have you had, or do you currently have, any illness or long term health condition which may recur or which requires on-going treatment or health management that we need to be aware of so we can support you in your future role?

Yes ☐ No ☐

If yes, please give details.



# Section 8 – 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 2018 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.

## Privacy notice

We will always store your personal details securely. We'll use them to provide the service that you have requested, and communicate with you in the way(s) that you have agreed to. Your data may also be used for analysis purposes to help us provide the best service possible. We will only allow your information to be used by suppliers working on our behalf and we will only share it if required to do so by law. For full details see our privacy policy, [www.frameworkha.org/privacypolicy](http://www.frameworkha.org/privacypolicy)

Your details will only be used by Framework – we will never give your information to other organisations to use for their own purposes. You are free to change your mind at any time.

**Do you give permission for Framework to store and use your data in an appropriate way?**

Yes ☐ No ☐

As part of the recruitment process we will need to contact you in regards to interviews, training and your placement and following on from this for ongoing communication regarding your placement. Please select which way(s) we can contact you.

Email ☐

Telephone ☐

Post ☐

I give permission for my details to be used for communication purposes such as sending volunteer newsletters, events and surveys relating to volunteering at Framework.

Yes ☐ No ☐

Printed Name

Signed

Date





# Equal Opportunities Policy

Framework is committed to social justice and demonstrates this through our approach to equality, diversity and inclusion and through living our values of 'Respond, Respect, Empower'. We strive to promote equality, diversity and inclusion across our activity and challenge and eliminate discrimination of all types.

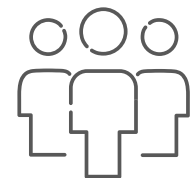
Framework recognises that discrimination causes inequalities and poorer health, social and life outcomes. We are an anti-discrimination organisation committed to tackling the underlying causes of disadvantage. As an organisation that believes in 'systems change' we will work with the system to recognise and address the inequalities that disadvantage the people who need our services. We recognise that Framework serves a diverse client group and believe we can do more to ensure that our services support all communities who require them. We will actively tackle discrimination in service provision and improve access to our services for under.

We strive to have a diverse workforce, at all levels of the organisation, which reflects the local communities in which we operate. We believe that this will ensure decision making reflects the different perspectives within society.

Framework believes in a culture that celebrates and respects difference and values the contribution that everyone can make. We will ensure that all colleagues feel able to bring their whole selves to work, that the working environment is safe and inclusive and that discrimination has no place within Framework.

Framework will establish recruitment and selection and referrals procedures that reflect its policy on equality, diversity and inclusion and which give full and fair consideration to all job, housing and support applications and equality of opportunity irrespective of:

- Age
- Disability
- Gender identity
- Marital or civil partnership status
- Pregnancy and motherhood
- Race (including ethnic or national origin, colour and nationality)
- Religion or belief (including lack of belief)
- Sex and sexual orientation



We are aware that equality, diversity and inclusion is about good policies, procedures and practice throughout.

We recognise that equality, diversity and inclusion 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.

Please continue to fill out the application form to section 9,  
Recruitment Monitoring and Ethnic Classification.



## Section 9 – 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 all details including dates of when the caution or conviction was. Please include reprimands and whether the offence was spent or unspent.

Date(s)

Information

Disclosure will not 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. Applicants who are offered volunteering will be subject to a criminal record check from the Disclosure and Barring Service before the placement is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. DBS check required if the role requires regulated activity.

## Recruitment Monitoring

Position applied for

Location (if known)

### Gender

Female ☐ Male ☐ Do you identify as transgender ☐

Non binary ☐ Genderfluid ☐ Prefer not to say ☐ Other

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

### Sexual Orientation

Asexual ☐ Lesbian ☐  
Bisexual ☐ Pansexual ☐  
Gay Man ☐ Does not wish to disclose ☐  
Heterosexual ☐ Not Known ☐

Other, please specify

### Religion/Belief

Christian ☐ Sikh ☐  
Muslim ☐ Jewish ☐  
Hindu ☐ Buddhist ☐  
None ☐ Bahá'í ☐

Other, please specify

## Ethnic Classification

Please 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

English	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Northern Irish	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	Any other White background	<input type="checkbox"/>

### B – Mixed

White and Black – Caribbean	<input type="checkbox"/>
White and Black – African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other Mixed/Multiple background	<input type="checkbox"/>

### C – Asian or Asian British

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

### Recruitment Source

Framework Social media	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>
Volunteer Centre	<input type="checkbox"/>
Online	<input type="checkbox"/>
University	<input type="checkbox"/>

### D – Black or Black British

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black/African/Caribbean background	<input type="checkbox"/>

### E – Chinese or other ethnic group

Chinese	<input type="checkbox"/>	Arab	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>		
Any other background	<input type="checkbox"/>		

If other, please specify

### Disability

I have a disability	<input type="checkbox"/>
I don't have a disability	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

If you have a disability, please specify

Once this form has been completed, please return to:  
**Volunteer Team, The Training Centre, Unit 2, Lillington Road South,  
Bulwell, Nottingham NG6 8HJ**

Or, you can email your digital form to:  
**[volunteering@frameworkha.org](mailto:volunteering@frameworkha.org)**

Thank you.







Central Office, Val Roberts House, 25 Gregory Boulevard, Nottingham NG7 6NX.  
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